

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – HVAC MECHANIC II / GENERAL MAINTENANCE

**Qualifications:** High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. They must hold the following licensures:

- Universal refrigerant transition and recovery certificate required.
- Class D driver’s license or CDL license required.
- Journeyman or higher electrician license.
- Expertise in the HVAC field that comes with combination of vocational training or on-the-job training of three to five years of experience.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be a responsible person with a general knowledge of building maintenance.
- Be capable of performing semi-skilled and some skilled work of ordinary difficulty requiring the use of hand tools, or the operation of mechanical equipment.
- Able to understand written and oral instructions and complete assigned work.
- Must be able to work with other people
- Must be able to use the necessary tools to test and repair equipment common to the craft.

**Heating and Air Conditioning Mechanic II** means a person employed at the journeyman level to install, repair and maintain heating and air conditioning plants and related electrical equipment.

**General Maintenance** means a person employed as a helper to skilled maintenance employees, and to perform minor repairs to equipment and buildings of a county school system.

**Immediate Supervisor:** Director of Maintenance

**FLSA Status:** Non-Exempt

**Evaluation:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

**Term of Employment:** 261 Days

**Salary:** Pursuant to WV Code §18A-4-8a  
Pleasants County Schools Salary Scale  
Commensurate with Experience and Education Level

**Expectations / Duties and Responsibilities:**

- Provides leadership as applicable in implementing his/her duties.
- Communicates freely within the chain of command.
- Promotes exchange of ideas with fellow workers.
- Shows respect for fellow workers and students.
- Keeps work area neat and engages in good safety practice.
- Follows instructions.
- Operates and cares for equipment and property appropriately.
- Provides requested or relevant information to his or her supervisor.
- Protects confidential matters regarding students.
- Coordinates work with other school personnel as necessary.
- Performs minor repairs to equipment, buildings and grounds.
- Serves as a helper to skilled maintenance employees.
- Demonstrates skill in the use of hand and bench tools, machines, equipment, and vehicles in the performance of assigned tasks.
- Cares for tools and equipment properly and reports needed repairs or preventive maintenance items to the supervisor.
- Informs the supervisor of needed tools, equipment, and supplies for the operation of the department and the completion of the task.
- Adheres to established laws, policies, rules and regulations.
- Plans, organizes and coordinates schedules efficiently and in a timely manner.
- Performs tasks with primary emphasis in electrical HVAC, and refrigeration areas.
- Completes all work orders with time and material changes fully noted before returning them to the office for processing.
- Keeps the director or supervisor informed of problems or potential problems relative to operations and staff.
- Assumes responsibility of making sure that preventive maintenance inspections are carried out thoroughly and correctly.
- Willing to perform job-related duties and responsibilities as assigned by the director/supervisor of maintenance, including extended workdays or being on call for emergencies.

**Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is sometimes required to lift heavy objects. On The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel, etc. The employee must be able to meet deadlines with severe

time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Director of Maintenance**

**Amended:** December 6, 2016