

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: HVAC Mechanic

FLSA: Non-Exempt

GENERAL SUMMARY

Performs skilled work in servicing heating, air conditioning, and refrigeration units in the district. Reports to the Director of Building and Grounds.

ESSENTIAL FUNCTIONS

Performs service for heating, air conditioning and refrigeration units including water cooler units; replaces units, changes filters, installs new equipment, performs routine checks, etc.

Repairs and replaces all ventilation, heating and refrigeration equipment, compressors and motors, evaporators, heating elements, etc.

Maintains a roster on all HVAC units within the district. Sets on/off time schedules for air conditioning units.

Operates various equipment in the performance of duties including power tools, hand tools, vacuum pumps, fork lift, welding equipment, recovery equipment, cleaning agents, computers, etc.

Coordinates contract HVAC work; gathers information, prepares specifications, reviews bids, assists in awarding bids, supplies materials, inspects completed work, and performs related activities.

Estimates material requirements for projects and submits purchase requisitions for same; works with vendors/suppliers as required.

Monitors all HVAC and related maintenance equipment to ensure necessary and timely replacement/maintenance.

Responds to two-way radio call requests; prepares and utilizes various records and documents in the performance of duties including work orders, blue prints, schedules, logs, equipment manuals, etc.

Willingly performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

High school graduate with vocational/technical training in HVAC and two to four years of HVAC experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a Recovery Certification and a valid driver's license.

Knowledge:

Knowledge of the practices, policies, and procedures of the school district. Knowledge of the practices, procedures, materials and supplies of the HVAC and welding trades. Knowledge of the occupational hazards and safety precautions of the trades. Knowledge of the equipment and tools used in HVAC servicing. Knowledge in applying sketches, plans, blue prints, and work orders for completion of HVAC maintenance.

Skills/Effort:

Ability to complete work requiring constant attention. Ability to understand and follow detailed oral and written directions. Ability to operate and/or utilize HVAC equipment/materials such as mechanics tools, testing equipment, etc. Skilled in performing preventive maintenance, installation and repair operations incidental to regular duties and/or areas of assignment. Skill in the use of standard hand tools. Skill in reading, interpreting and applying plans, specifications, blueprints. Ability to communicate effectively with immediate supervisor, staff, and other groups and individuals involved in daily activities. Possesses ability to work with accuracy, precision and speed, and has good hand-eye coordination.

Working Conditions:

Work is conducted both indoors and outdoors with exposure to discomforting environmental conditions such as heat, cold, humidity, dusts, wetness and heights. Job requires occasional strenuous physical exertion in lifting and moving items weighing up to one hundred-fifty pounds. Routine local travel required. Work requires the operation of a vehicle, HVAC equipment, machinery and tools, and involves work requiring constant attention.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____