



BOARD OF EDUCATION

Ken Reddic, Chairman • Bradley Williams, Vice-Chairman
Elbert Garvey • Bill Lanier • Melissa Oakley • Louis Rogers • Angie Todd
Superintendent, Dr. Barry D. Collins, Ed.D.

POSITION TITLE: HVAC Mechanic I

REPORTS TO: Maintenance Director

BEGINNING DATE: Open until filled

NATURE OF WORK:

An employee in this class performs the full range of duties associated with installation, maintenance, and repair of ventilation, air conditioning & environmental control systems. A larger, costlier, exceptional, or more complex job may be reviewed by a technical supervisor to determine appropriate procedures & to ensure that proper work methods are being followed. Employees receive work orders indicating the nature of the work to be done. They are expected to determine the materials, tools & repair procedures needed. Errors may be quickly revealed or may only be located after involvement of a supervisor & may be costly to fix. Limited supervision is given to this employee.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Working knowledge of ventilation and refrigeration theory
- Knowledge of the practices, methods, materials & equipment used in the maintenance & repair of ventilation, air conditioning, and environmental control equipment.
- Working knowledge of electricity
- Working knowledge of the design & operation of compressors
- Ability to diagnosis equipment malfunctions & prescribe repair procedures
- Ability to use energy management software to operate HVAC systems.
- Ability to follow specific written and oral instructions
- Ability to use recycle and recovery equipment
- Skilled in the use of tools and equipment utilized in the repair of ventilation, air conditioning, and environmental control equipment
- Must be willing to work weekends or afternoons when necessary.
- Must be drug & alcohol free. Periodically tested for drugs & alcohol.
- Must have & maintain a driving record that qualifies for school system insurance coverage.
- Must be able to obtain CDL (Commercial Drivers License) permit within 6 months of employment and CDL License within 1 year of employment.

EDUCATION AND TRAINING: Experience in the installation, maintenance, and repair of ventilation, air conditioning, and environmental control systems is preferred. Heating, air conditioning or refrigeration license based on State requirements is preferred.



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TERM OF EMPLOYMENT: 12 months

SALARY: Salary Grade 65

FLSA Status: Non-Exempt

PERFORMANCE RESPONSIBILITIES:

1. Troubleshoots and repairs all manner of HVAC and Commercial Refrigeration equipment.
2. Repairs or replaces compressors, motors, coils, expansion valves, reversing valves, actuators, thermostats, wiring, and controls and other parts associated with HVAC and Refrigeration systems.
3. Reads blueprints and diagrams.
4. Checks and calibrates electronic and electrical control systems.
5. Overhauls reciprocal compressors.
6. Cleans, lubricates, and services ventilation, air conditioning, and environmental control equipment.
7. Installs HVAC and Commercial Refrigeration equipment to NC Building Code standards.
8. Wires controls to comply with National Electrical Code.
9. Forms metal sheeting into duct.
10. Connects and installs piping and duct in distribution systems.
11. Adjusts and balances distribution systems to achieve maximum energy efficiency.
12. Uses recycle and recovery equipment.
13. Adheres to mandated uniform procedures.
14. Can perform all duties of HVAC Department at this grade and the grades below.
15. Performs other duties as specified by the Maintenance Director/ Assistant Maintenance Director or their designee.

PHYSICAL REQUIREMENTS:

- Must be able to pass employment physical.
- Must be capable of and willing to climb ladders & work on scaffold & lifts.
- Ability to lift moderate to heavy weight (80-100 pounds), 25 pounds routinely and 100 pounds occasionally and be able to stand, walk, run, bend, stoop, push, pull, reach, climb ladders and work on scaffolding, for extended periods of time.
- Ability to reach with hands and arms routinely and to carry materials (such as tables, chairs, supplies)
- Ability to maintain composure in difficult situations.



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- Must be able to drive to a variety of school sites.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Interested individuals are to complete an online application which can be found at www.onslow.k12.nc.us.

Onslow County Schools does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Onslow County Schools is an EQUAL OPPORTUNITY EMPLOYER.

I have read and understand the requirements for the position of HVAC Mechanic I. I certify that I can perform all essential functions of this position.

Name

Date

Witness

Date