



**Job Title:** Heating and Ventilation Mechanic

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Educational Support – 19

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

### **JOB SUMMARY**

The purpose of this position is to perform skilled work involving the maintenance, repair, and replacement of commercial Heating and Ventilation systems and equipment.

### **ESSENTIAL JOB FUNCTIONS**

- Performs routine and complex installations, maintenance, and repairs on heating and ventilation (HV) motors and equipment; Assists with complex HV work.
- May coordinate and instruct the work of entry level HV Mechanics; Assists entry level trades staff in the completion of complex or highly skilled installation, maintenance, and repair work.
- Installs, tests, and services HV units; Mounts motors and ventilation units; e.g., ovens, stoves, fryers, steamers, pumps.
- Installs, tests, and services control systems for HV equipment.
- Installs, inspects, and repairs duct work, ventilations systems, food service equipment, and boiler equipment.
- Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects panels to power source.
- Installs, repairs, and services natural and forced draft convection gas and electric heating equipment, space heaters, furnaces, heat exchangers, gas valves, blower motors, regulators, controls and circular pumps, steam traps.
- Inspects, adjusts, and replaces necessary parts; Removes, repairs, and replaces component parts or assemblies heating systems.
- Removes, disassembles, and overhauls major components, e.g., fans, blowers, electric motors, pumps, valves, piping.
- Reads and interprets blueprints, wiring diagrams, sketches, or building plans for information pertaining to the installation of various heating systems or motors.
- Maintains cleanliness and efficiency of heating and ventilation motors and equipment.
- Operates various standard and diagnostic equipment and tools utilized in heating and ventilation repair.

- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; Recovers refrigerant and refrigerant oils according to regulations; Performs all work in compliance with all applicable codes, standards, and regulatory requirements.
- Assists with special projects involving heating and ventilation work.
- Maintains various records and reports, e.g., job records, work orders; Inventory supply for parts, equipment, machinery, and tools; Material requests.
- Conforms to safety standards as prescribed.
- Responds to calls for emergency repairs.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- High school diploma, GED, or other equivalent.
- Five (5) years of commercial experience in skilled work in the installation, maintenance, and repair work of Heating and Ventilation equipment and systems.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.
- EPA license preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to perform basic mathematics.
- Requires the ability to Acting as a lead worker.
- Requires the ability to display knowledge of standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to work with hand and power tools.
- Requires the ability to perform maintenance and repair tasks.
- Requires the ability to determine the approach for doing work based on provided guidelines.
- Requires the ability to perform work that necessitates some specialized knowledge of clerical or trades-based tasks.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.
- Requires the ability to use or repair small/light equipment, such as power tools, medium equipment and machinery, such as vehicles or commercial mowers, and heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.

**PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**