

## Job Description

**Job Title:** HVAC Mechanic II  
**Position Code:** 5N34, EN34  
**Job Classification:** Non-Exempt

**Supervisor:** HVAC Crew Leader  
**Pay Grade:** 26  
**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for providing a variety of skilled work related to the maintenance and repair of heating, ventilating and air conditioning (HVAC) system which includes installation, preventative maintenance and service calls.

### **Essential Duties**

1. Responsible for opening and inspecting air handling, cooling and heating equipment, recognizing, repairing or replacing worn or non-functional components, adjusting and lubricating such parts to insure continued, efficient functioning of the machine or system.
2. Responsible to check, renew or clean filters in heating or cooling air handling equipment, and ventilators. Inspect, adjust and replace belts. Lubricate motors, bearings, pulleys, linkages and adjust as necessary.
3. Install new HVAC equipment, follow OEM schedules, log work accomplished, and interact with building based personnel to ascertain problems and locations of needed work.
4. Abatement of asbestos containing building materials as part the school division compliance with AHERA plan.
5. Responds to service calls; troubleshoots problems and air quality issues.
6. Conducts seasonal startups and changeovers.
7. Reconciles P-Card transactions.
8. Utilizes computer skills to document materials and labor usage.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the HVAC Crew Leader or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of high school or GED required. Completion of trade school courses in HVAC maintenance / installation, apprenticeship program, or applied job experience which provides the required knowledge. Must possess a valid journeyman's license for HVAC maintenance. Must have at least four (4) years related experience and. Thorough knowledge of practices, tools and terminology of the HVAC trade; understanding of the theory of heat exchange and air circulation and knowledge of electricity as it applies to HVAC equipment. Must possess a valid Virginia Driver License. Required Asbestos Superior's license at time of employment or within 6 months of employment. Must possess some computer skills to be able to access DDC control system.

### **Working Conditions and Physical Requirements**

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

Demonstrates ability to climb ladders, work on roofs up to two stories in height, lift up to 50 pounds occasionally and work in dirty, dusty conditions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to bend, stoop and reach overhead.

**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. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Assigned HVAC Staff

**Supervision Received:** HVAC Crew Leader

*This job description in no way states or implies that these are the only duties to be performed by this employee. The HVAC Mechanic II will be required to follow any other instructions and to perform any other related duties as assigned by the HVAC Crew Leader or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 09/2021 CR