



HVAC CRAFTSMAN I

GENERAL RESPONSIBILITIES

Assist in the maintenance and repair of refrigeration and air handling equipment in school buildings.

ESSENTIAL TASKS

(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.)

- Install, repair and maintain refrigeration and air handling equipment.
- Troubleshoot and service refrigeration and air handling units as directed.
- Take meter readings; connect control boards; wire connectors, relays, transformers or thermostats; pull wire; drill holes; install mounts, etc.
- Change filters in heat pumps and window air conditioning units.
- Repair refrigeration components.
- Replace water seals, bearings, gaskets, etc.
- Help replace compressors; repair Freon leaks, start components, fan motors, pneumatic valves and dampers.
- Help install and maintain window air conditioning units.
- Clean air handling unit coils.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the common practices, tools, terminology and safety precautions used in the maintenance and repair of refrigeration and air handling equipment; general knowledge of the use and characteristics of refrigeration and air handling equipment and materials; skill in the use of tools and equipment associated with the trade; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE

Graduation from high school, some experience in refrigeration and air handling and CFC Certification required.

A comparable amount of training and experience may be substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift up to 100 lbs.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA status: Non-exempt	Description: Rev. 6/12
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