

HVAC CRAFTSMAN II

GENERAL RESPONSIBILITIES

Perform intermediate skilled work in the maintenance, repair and installation of refrigeration and air handling equipment in school buildings. Supervision of lesser skilled personnel may be requested.

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.)

- Troubleshoot, repair, install and maintain refrigeration and air handling equipment; maintain records and files; prepare reports.
- Install new air handling equipment and other refrigerated equipment.
- Troubleshoot, repair and replace heating and air conditioning equipment.
- Perform preventive maintenance on refrigeration and air handling equipment.
- Make adjustments to and/or repair refrigeration and air handling.
- Make adjustments to and/or repair air compressors and pneumatic controls, as necessary.
- Replace and/or repairs electrical controls, reclaim Freon.
- Check, rewire and replace electrical components such as conductors, starters, relays, switches, lights, etc.
- Replace refrigeration compressor and evaporator coils.
- Complete assigned work orders and necessary work order reports.
- Maintain and repair chilled water and water circulation pumps.
- Function as supervisor of other HVAC mechanics in the absence of the supervisor.
- Install, adjust and rebuild pneumatic and electric thermostats.
- Maintain, repair and rebuild pump valves, cooling towers and air handlers.
- Detect and repair leaks in pipes and valves.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the common practices, tools and terminology of the mechanical trade; thorough knowledge of the use and characteristics of common refrigeration and air handling materials; thorough knowledge of the hazards and safety precautions associated with the trade; skill in the use of tools and equipment; ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates.



EDUCATION AND EXPERIENCE

Graduation from high school and considerable experience in refrigeration, plumbing or related trade. CFC Certification.

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. 6/00
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