

HVAC CRAFTSMAN III

GENERAL RESPONSIBILITIES

Perform difficult skilled work troubleshooting and assessing the need for maintenance, repair, modification and installation of refrigeration and air handling equipment in school buildings. Supervision is exercised over assigned personnel.

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 new air handling equipment and other refrigerated equipment.
- Perform preventive maintenance on air handling units, e.g., clean coils, adjust moving parts, etc.
- Make adjustments to and/or repair air handling units.
- Order parts as necessary for repairs.
- Make adjustments to and/or repair air compressors and pneumatic controls, as necessary.
- Replace and/or repair electrical controls.
- Complete assigned work orders and necessary work order reports.
- Function as supervisor of other HVAC mechanics in the absence of the supervisor.
- Install, adjust and rebuild pneumatic and electric thermostats.
- Rebuild pneumatic and electrical relays.
- Detect and repair leaks in pipes and valves.
- Plan renovations/modifications of HVAC system.
- Instruct and consult with other HVAC mechanics concerning techniques and equipment necessary to complete jobs.
- 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 extensive experience in refrigeration and air handling systems. 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.

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| FLSA status: Non-exempt | Description: Rev. 6/00 |
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