

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: HVAC SPECIALIST I MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled level work in the maintenance and repair of ventilation, air conditioning and environmental control systems. Work includes the independent performance of less technical tasks of the HVAC trade for which detailed instructions are available. As experience is gained, more technical tasks are performed under supervision. Employee must exercise independent judgment and initiative in performing assigned tasks. Employee must also exercise tact and courtesy in contacts with various school officials. Reports to a HVAC Specialist II and the HVAC Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists in the replacement, maintenance and repair of all types of heating, ventilation, air conditioning, and environmental control systems.

Cleans, lubricates and performs routine service of all types of heating, ventilation, air conditioning, and environmental control systems.

Assists in the connection and installation of piping and duct work.

Assists in the use of recycling and recovery equipment.

Responsible for having a general knowledge of the regulations and codes pertaining to electrical and HVAC systems.

Maintains responsibility for all tools, materials and equipment utilized on a daily basis.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, preferably supplemented by vocational training in heating and HVAC, electrical, and associated trades, and a minimum of three years of experience in the HVAC trade; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must maintain a universal CFC Certification that is required by the EPA.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including electrical tools, boilers, chillers, cooling towers, pumps, welders, pipe threaders, various hand tools, etc. Must be physically able to operate motor vehicles, including light pickup and dump trucks. Must be able to exert up to 100 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, scaffolding, and/or in tight spaces. Physical demand requirements are for Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read service requests, invoices, logs, diagrams, blueprints, schematics, etc. Requires the ability to prepare billing statements, activity logs and reports according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;

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to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English, and electrical and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of heating, ventilation and air conditioning system repair and maintenance.

General knowledge of common problems and indications of such problems with heating, ventilation, and air conditioning systems.

General knowledge of the tools and equipment used in the replacement and repair of heat and air systems, controls, mechanical machinery and equipment.

General knowledge of the occupational hazards and safety precautions of electrical work and other trades required of the position, including practices and procedures for the safe handling of asbestos-containing materials.

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Some knowledge of approved electrical methods, practices, code requirements and safety standards.

Working knowledge of the maintenance requirements of assigned equipment.

Skill in the use and care of hand and power tools and equipment necessary to perform heat and air systems maintenance and repair tasks.

Ability to understand and follow oral and written instructions.

Ability to plan and schedule daily workload.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to read and interpret blueprints and schematic drawings.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.