



Job Description

Job Title: HVAC Control System Specialist
Position Code: 5N48, EN48
Job Classification: Non-Exempt

Supervisor: HVAC Supervisor
Pay Grade: 31HR
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) systems.

Essential Duties

1. Schedules and supervises preventative maintenance procedures on all pneumatic, electric, electronic and DDC HVAC control systems for buildings.
2. Troubleshoots building HVAC control malfunctions, determines appropriate repair requirements and supervises the accomplishment of repairs.
3. Locates and procures components required for building HVAC control system maintenance and repair.
4. Reviews design drawings and specifications of a new building HVAC controls and inspects contract installations to assure proper operation.
5. Performs maintenance and repair work for all aspects of HVAC equipment, including, but not limited to gas or oil burn units, fossil fuel burners, A/C units ranging in size from window units to 100 ton chillers, air handling units and ventilation units.
6. Works with Facilities Manager to implement energy conservation measures.
7. 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 Supervisor 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 and Associate Degree or advance factory training in DDC is required. Five or more years experience with Barber Coleman, Trane Tracer/Summit, LonWorks and BACnet based systems desirable. Ability to analyze, schedule and supervise the installation, preventative maintenance, and replacement of pneumatic, electric, electronic, and direct digital control (DDC) heating, ventilation and air conditioning. Ability to troubleshoot, repair and maintain all types of complex HVAC machinery. Must possess a Virginia State Master Mechanical license.

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 I & II staff

Supervision Received: HVAC Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The HVAC Control System Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the HVAC Supervisor 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

Revised 10/2025 JSA