



## **Job Description**

**Job Title:** HVAC Mechanic I  
**Position Code:** 5N26, EN26  
**Job Classification:** Non-Exempt

**Supervisor:** HVAC Crew Leader  
**Pay Grade:** 24  
**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. Requires proper inspection of all heating, ventilating and air conditioning equipment. Assist in the installation and maintenance of all HVAC equipment according to manufacturers' operation and maintenance manuals.
2. Must be capable of replacing worn drive belts and properly adjust belt tension and align pulleys for proper wear.
3. Understand proper lubrication procedures for circulating pumps, motors, drive pulleys and bearings to maximize efficiency and prolong the life of the equipment.
4. Responsible for checking, cleaning and replacing filters in all HVAC equipment. Understand proper procedures for cleaning both evaporator and condenser coils as necessary.
5. Must always be conscious of mechanical and electrical hazards for both oneself and peers.
6. 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.)

### **Working Hours**

Normal working hours are 12:00 p.m. through 8:30 p.m. Mon-Fri, Summer working hours are 6:00 a.m. through 4:00 p.m. Mon-Thur.

### **Other Duties**

Performs any other related duties as assigned by the HVAC Crew Leader 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 or GED required. Trade school coursework in HVAC systems/installation, apprenticeship program, or applied job experience that provides the required knowledge. Thorough knowledge of practices, tools and terminology of the HVAC trade; understanding of the theory of heat exchange and air circulation and knowledge of electricity as it applies to HVAC equipment. Must have a minimum of at least two years of HVAC experience in the residential or commercial setting. Must possess a valid Virginia Driver's 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. Demonstrate the ability to climb ladders and work on roofs up to two stories in height. Lift up to 50 pounds and work in dirty dusty conditions. Must have the ability to stand for extended periods of time and have physical agility to crawl, bend, stoop and reach overhead. Must exhibit manual dexterity to operate equipment in a safe manner. Must be able to see, read and comprehend printed material with or without vision aids. Hear and understand speech at normal audible levels. Speak so others may clearly understand in person and on the telephone. Have the ability to understand and follow oral and written instructions.

**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:** None  
**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 Mechanic I 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:**

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Supervisor

Date:

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

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Employee Name (Print)

Signature

Date: