



Job Description

Job Title: HVAC Specialist

Supervisor: HVAC Supervisor

Position Code:

Pay Grade: 26

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing a variety of skilled work related to the installation, preventative maintenance and repair of heating, ventilating and air conditioning (HVAC) systems. Position provides skilled support to Journeyman and Master HVAC staff.

Essential Duties

1. Performs proper inspection of all heating, ventilating and air conditioning equipment. Maintains HVAC equipment according to manufacturers' operations and maintenance manuals.
2. Replaces worn drive belts and properly adjusts belt tension and aligns pulleys for proper wear.
3. Ensures 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. Conducts proper procedures for cleaning both evaporator and condenser coils as necessary.
5. Perform asbestos abatement and comply with prescribed procedures for the proper removal and containment of materials associated with HVAC equipment according to AHERA plan.
6. Frequent (Proficient) use of refrigerant recovery equipment.
7. Responsible for use of multimeters to troubleshoot and diagnose malfunctioning electrical circuits.
8. Stays alert to mechanical and electrical hazards for both oneself and peers.
9. Use laptop to view HVAC status of school buildings using Tridium software.
10. Utilize School Dude computer application to receive and complete assigned work orders and account for daily labor and material transactions.
11. Responsible for maintaining and safeguarding Purchase credit card (P-card) for local purchases and completing transactions in a timely manner.
12. 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 7:00am thru 3:30pm Mon-Fri, Summer working hours are 6:00am thru 4:00pm Mon- Thru

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. Complete four (4) years of applied job experience. Must possess a valid Virginia Driver License. CFC certification is required with understanding of refrigerant recovery equipment and use. Some experience with proper lubrication procedures, replacement of worn drive belts, and tension adjustment procedures, and an understanding of proper use of multimeters required. Receive, upon hire, and maintain certification for asbestos abatement and comply with prescribed procedures for the proper removal and containment of materials associated with HVAC equipment according to AHERA plan. Practical computer experience with Microsoft Word, Excel and Outlook.

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. 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 accommodation 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 Technician staff

Supervision Received: HVAC Supervisor or as assigned.

This job description in no way states or implies that these are the only duties to be performed by this employee. The HVAC 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.

Approval:

Supervisor

Date:

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

Employee Name (Print)

Signature

Date: