



**Job Title:** HVAC Mechanic  
**Department:** Physical Facilities & Maintenance  
**Reports To:** Maintenance Director  
**FLSA Status:** Non Exempt  
**Salary Schedule:** MN Lane 08

### **SUMMARY**

The HVAC Mechanic provides a variety of skilled work related to installing, troubleshooting, repairing, and maintaining all types of heating, cooling, and refrigeration systems, kitchen equipment and motors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Uses refrigerant gauges, multimeters, and other tools of the trade to properly troubleshoot and repair heating, ventilating, air conditioning, and refrigeration equipment.

Operates and services of large centrifugal, rotary screw, and reciprocating compressors.

Works on walk-in coolers and freezers, ground source heat pumps, large fans, and VAV systems.

Understands and follows building codes and life safety codes. Reads wiring diagrams and blueprints.

Maintains and repairs various types of kitchen equipment including large gas-fired, steam, and hot water boilers and other heating systems.

Understands and follows applicable boiler codes and safety precautions.

Performs basic welding, brazing, and soldering.

Uses various refrigerants and recovery equipment properly.

Maintains and repairs cooling towers and associated water treatment systems.

Participant in the WCSD Maintenance On-Call Program as needed.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Experience working on electric motors and starters of various sizes and voltages is required. Knowledge of VFD's would be a plus.

Must have an independent work ethic, exercise good judgment, have the ability to maintain positive public relations, and be persuasive.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and completion of a certified HVAC/R training program at an accredited technical college (or equivalent); or equivalent combination of education and directly related experience is required.

5 years of commercial HVAC experience is preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a "universal" certificate as an HVAC/R Technician.

Must have and maintain a valid Utah Driver's License.

**PHYSICAL DEMANDS** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat throughout the workday. Workday may entail up to ten hours. The employee is frequently exposed to moving mechanical parts, darkness, cold, risk of electrical shock or burns from hot equipment, and mechanical vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Prepared By: <b>Maintenance Department</b>		Date: <b>01/10/2005</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>01/19/2005</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Maintenance Coordinator II</b>	Date: <b>07/05/2017</b>
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: <b>Maintenance Director</b>	Date: <b>09/19/2024</b>
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	