

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
HVAC MECHANIC**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Facilities & Operations	B/2/3	Nonexempt

<b><u>CLASS SUMMARY:</u></b>
<p>The HVAC Mechanic is a stand-alone class. Incumbents are responsible for performing skilled HVAC trades activities.</p> <p>Duties include installing, maintaining and repairing air conditioning equipment, chilled systems, ventilation equipment, and energy management systems; providing technical advice; reading and interpreting blueprints; responding to emergency calls; filling out related paperwork; and, estimating project costs.</p> <p>The HVAC Mechanic is distinguished from other Facilities and Operations classes in the focus on performing journey-level HVAC trades activities.</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Maintains, installs, and repairs piping systems and air conditioning equipment; chilled systems; ventilation equipment; and, energy management systems including designing and re-designing related systems.	Daily 60%	B/2
Performs an inventory of products needed in shop and maintains shop cleanliness including filling out paperwork such as work orders, parts, hazardous materials handling, inventory, and time logs.	Daily 15%	A/1
Meets with District personnel to coordinate projects and proposals including providing technical advice.	Weekly 5%	B/2
Reads and interprets blueprints, sketches, and building plans to determine material required and dimensions of structure or fixture to be fabricated.	Quarterly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

<b><u>Training And Experience:</u></b>
High School Diploma or GED and, based upon assignment, relevant technical training and building trades experience is preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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### HVAC MECHANIC

#### **Licensing/Certification Requirements:**

- AZ Driver's License may be required.

#### **Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure, and school requirements;
- Building codes and structural design;
- Safety and security procedures.

#### **Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Building trades methods and use of related equipment and tools;
- Diagnosing building trades problems, interpreting directions and making repairs and/or conducting maintenance;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy, and patience.

#### **ADA and Other Requirements:**

Positions in this class typically require stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dust, gases, poor ventilation, and intense noise.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up-to 20 pounds of force frequently, and/or up-to 10 pounds of force constantly to move objects.

#### **Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

Revised by HR 08.27.19

