



Gaston County Schools

HVAC Filter Mechanic I

Definition

Employee performs a variety of skills in the care and maintenance of HVAC equipment for the purpose of providing routine HVAC maintenance services with specific responsibility for cleaning, greasing, and replacing belts and filters. Employees in this class perform independent tasks at a “skilled” level in the HVAC maintenance function. Employees receive instructions from the HVAC Foreman, Lead Technician, and the MEP Manager. All of these tasks will be carried out under the maintenance department safety guidelines, and all personal protective safety equipment will be in use.

Duties and Responsibilities

- Maintain a filter replacement schedule.
- Coordinate the efficient and effective replacement of filter media.
- Control and manage the filter media inventory to ensure efficient operations and cost effective purchases and inventory management.
- Clean and vacuum air handlers/VAV/CUH/Unit ventilators and ensure that condensate drains are clear and operable.
- Where possible, modify filter frames to accommodate standard size media without appreciably affecting equipment performance.
- Follow safety rules and regulations in performing the assigned tasks, operating required equipment, such as power tools, hand tools, and motor vehicles.
- Clean work areas, vehicles, and assure proper functioning in the assigned trade
- Operate any required equipment, power tools, hand tools, and motor vehicles to accomplish the HVAC Filter task.
- Assists in mass moving efforts to prepare buildings and facilities
- Support other trades and work as needed or directed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Ability to develop and maintain effective working relationships with school officials, administrators, supervisors, and other school employees.
- Ability to understand and follow oral or written instructions.
- Basic knowledge of HVAC units and general understanding of filters.
- Ability to use small hand tools to perform tasks.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects.
- Must possess the visual acuity to operate required equipment and motor vehicles, use measuring devices, and inspect work for accuracy, thoroughness, and adherence to work standards and instructions.



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- Completes some work on site necessitating being physically able to work off ladders, lifts, work in crawl spaces, above ceilings and on roofs, etc. under prevailing environmental conditions.

Preferred Education and Experience

- High school diploma or GED or an equivalent combination of education and experience.

Special Requirements

- Employee must possess or be able to obtain and maintain an appropriate driver's license recognized by North Carolina for the weight and type of vehicles operated. Employees are governed by Gaston County Board of Education Policy Code(s): 6335/7270/7260, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offenses.
- This job will require working second shift during times the school is occupied and first shift during breaks and summer vacation.
- Some occasional overtime and weekend work may be required, depending on workload or work requests.
- Provides support to other trades and work groups as needed in the operation of Gaston County Schools.

Salary: Entry Level, Grade 60, Step 00

This position may be eligible for up to 12%:

[Certification/Licensure Compensation – not to exceed twelve percent (12%)]

HVAC, Class 1, (Boiler, Hi/Low Pressure) 5% increase

HVAC, Class 2, (A/C, Heat Pump, > 15 tons) 4% increase

HVAC, Class 3, (Residential, ≤ 15 tons) 3% increase

This Position Reports to: HVAC Foreman, Lead Technician, and/or MEP Manager

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Outside Applicants:



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Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:

- Updated résumé
- Three completed current Classified Reference Surveys (from non Gaston County Schools employees and not from family members) in AppliTrack application or three written current, dated letters of recommendation or a combination of the two
- Copy of certifications/licenses
- Verification of highest level of education

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Harry Irby
Director of Facilities
PO Box 1397
Gastonia NC 28053
Email: hmirby@gaston.k12.nc.us