

**ALLENTOWN SCHOOL DISTRICT  
FACILITIES SERVICES DEPARTMENT**

**TITLE:** Maintenance Mechanic

**PRIMARY ASSIGNMENT:** HVAC and Refrigeration Mechanic

**REPORTS TO:** Director of Facilities Services or his/her Assistant

**GENERAL RESPONSIBILITIES:** Maintains the HVAC and refrigeration systems and equipment in all Allentown School District buildings and grounds in first class working order.

**QUALIFICATIONS:**

1. Applicant shall have three (3) years of working experience in the repair, maintenance, and installation of Commercial HVAC Equipment (10+ tons) and refrigeration systems.
2. Applicant must have or be able to obtain air conditioning/refrigeration Type I and II certification.
3. Applicant must have knowledge of, and the ability to use, all types of hand tools, power tools, and testing equipment relative to the refrigeration/ air conditioning trade.
4. Applicant must possess a strong knowledge of the repair and installation of all types of HVAC and refrigeration systems and equipment.
5. Applicants with knowledge and experience operating Building Automation Controls systems.
6. Applicant must be capable of coordinating repairs or installing systems with other trades.
7. Applicant must possess a valid Pennsylvania driver's license.
8. Alternatives to the above, which the School Board of Directors deem acceptable.

## **HVAC and Refrigeration Mechanic**

### **Page Two**

#### **PERFORMANCE:**

1. Assume the responsibility of determining and securing the proper material to install/repair systems and equipment in accordance with industry standards and manufacturers' instructions and provide a safe condition and first-class workmanship.
2. Perform preventive maintenance to, and recognized present and potential problems, which may cause the systems to malfunction.
3. Be responsible for clean up during and after work is completed.
4. Take all necessary measures to provide safety to others and property.
5. Maintain all School District tools, equipment, and vehicles in first class condition.
6. Evaluate new products, equipment, and techniques in the HVAC/refrigeration industry and report it to the Director of Facilities Services or his/her Assistants.
7. Provide guidance and instructions to other School District personnel on proper procedures for the operation of HVAC/refrigeration systems and equipment in their assigned buildings.
8. Work closely with the Director of Facilities Services or his/her Assistants to determine the needs of the District's refrigeration/air conditioning systems.
9. Perform other duties as assigned by the Director of Facilities Services or his/her Assistants.

## **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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. 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 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 occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*