EDUCATION, QUALIFICATIONS AND WORK EXPERIENCE

- High school diploma and any combination equivalent to four years journey-level experience in HVAC trade.
- Valid State of Maryland Board of HVACR Contractor’s Journeyman License. Valid Maryland driver’s license. Employees in this classification must also maintain insurability during the term of employment.
- Knowledge of standard practices of the HVAC trade and theory of HVAC systems.
- Knowledge of materials, methods and tools used in the operation and repair of HVAC systems.
- Possess knowledge of applicable codes, ordinances and regulations of State and local authorities pertaining to HVAC.
- Possess knowledge of air compressors and pneumatic controls.
- Able to use manual and electrical tools and equipment applicable to the HVAC trade.
- Able to perform welding and soldering techniques.
- Follow health and safety regulations.
- Possess basic record-keeping techniques.
- Use proper methods of storing equipment, materials and supplies.
- Perform in outdoor and indoor environment; driving to conduct work.
- Able to climb and work at heights from ladders and scaffolding.
- Walking and standing for extended periods of time, lifting, bending, pushing and moving objects weighing up to 75 pounds, and hearing and speaking to exchange information.

ESSENTIAL JOB FUNCTIONS

- Installs, diagnoses, inspects, repairs, maintains and services a wide variety of heating, ventilation and air conditioning equipment and systems.
- Interprets and works from plans, diagrams and specifications.
- Follows oral and written instructions.
- Repairs and maintains low-pressure hot water systems, ventilation units and air conditioning units.
- Determines and schedules preventive maintenance schedule and performs preventive maintenance.
- Replaces fans, belts, motors, gaskets, filters and compressors; lubricates parts.
- Adjusts and installs switches, gauges, thermostats, valves, tubing transformers, pressure regulators, controllers and other parts as needed.
- Reads and works from blueprints, shop drawings and sketches.
- Communicates effectively both orally and in writing.
- Descakes tubing; cuts and threads pipe; makes pipe and electrical connections.
- Adds refrigerants and oil; tests for defective parts; makes electrical repairs related to air conditioning, heating and ventilation equipment.
- Determines requirements for parts, materials, supplies, tools and equipment; establishes cost of repairs and equipment replacement; checks and tests new equipment.
- Operates specialized machinery, equipment and tools utilized in the repair and maintenance of heating,
ventilation and air conditioning.

- Maintains tools, equipment and supplies in a safe and orderly condition.
- Maintains routine records and purchases parts as necessary.
- Works cooperative with others.
- Works independently with little direction.
- Meets time lines.
- Observes legal and defensive driving practices.
- Performs related duties as assigned.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is regularly required to stand, walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee is regularly required to reach with hands and arms and operate machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 75 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. such as furniture or equipment. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and the ability to focus. The employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, sprays, cleaners, fertilizers, seed, and non-household dust. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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