

PLEASE POST SEPARATELY

FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

Posting Dates: June 10, 2010 – Until Filled

**TITLE: Craftsman, Mechanic (HVAC) IV (Heating, Ventilation, and Air Conditioning)
Maintenance and Operations**

An on line application, which can be accessed from our website, is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. These documents must be scanned and uploaded through the online application process. The letters cannot be older than 18 months.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

PRIMARY PURPOSE: Responsible for maintenance, repair, fabrication and/or installation of heating, ventilation and air conditioning equipment for the facility.

QUALIFICATIONS:

Education: High School graduate or successfully pass the General Education Development Test or evidence of equivalent professional experience and/or development. A minimum of five (5) years experience in one (1) or more of the Michigan Department of Labor Mechanical Contractor work classifications.

Other Qualifications:

Must possess a current Mechanical Contractor License for Unlimited Refrigeration and Air Conditioning Service from the Michigan Department of Labor.

Must possess or within a reasonable period of time obtain certification and licensing in compliance with the Clean Air Act Amendments of 1990.

Must possess or within a reasonable period of time obtain certification and licensing for Commercial Pesticide Application as required by the State of Michigan to include 5B Cooling Towers (Microbial Pest Management).

Must have adequate health and physical condition to handle heavy manual tasks, ability to wear a respirator and the ability to hear the conversational voice with or without a hearing aid as required.

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Other Qualifications (Continued):

Must have valid motor vehicle operator's license and demonstrate the ability to operate said vehicle safely.

Must be able to obtain a CFC certification within sixty (60) days of acceptance of the position.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting, and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed 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.

REPORTS TO: POM Manager

TERMS OF EMPLOYMENT: Maintenance and Operational Salary Schedule; 260 Days; 40 Hours/Week; \$19.83 per hour.

MENTAL DEMANDS: Concentration (detailed work), communication (verbal/written), reasoning skills, understands verbal instructions, analyzing, reading, coordinating, and emotional control, working alone and/or with others.

PHYSICAL DEMANDS: Heavy work (See U.S. Department of Labor Guidelines) Lifting (heavy, 45 pounds or over), carrying (heavy, 45 pounds or over), stooping, walking, climbing (stairs, ladders, scaffold, ramps), balancing, crouching, kneeling, pulling, crawling, pushing, reaching, repetitive hand motions, hearing, speech, visual accuracy, distinguishing colors, working off roofs.

ENVIRONMENTAL FACTORS:

Outside – temperature extremes, noise, vibration, slippery surfaces, sunlight, works around moving objects, kneeling, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.) Inside – humidity extremes, low and intense illumination, uneven surfaces, works with hands in water, works around machinery with moving parts, works alone, prolonged or irregular hours, biological exposure (insects, mold, fungi, bacteria, animals, plants, etc.). Ability to work in confined spaces.

ESSENTIAL FUNCTIONS:

Teaches and instructs HVAC I, HVAC II, and HVAC III.

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ESSENTIAL FUNCTIONS (Continued):

Uses hand and power tools related to the maintenance and upkeep of the heating, ventilation, air conditioning, and refrigeration equipment.

Operates recapture and recycling systems for the safe disposal of CFCs from all refrigeration units.

Operates and maintains required logs and records on air conditioning and refrigeration systems and auxiliary equipment.

Installs and services pressure instruments bimetallic and fluid filled temperature and flow instructions.

Installs, performs preventive maintenance, and services pneumatic and hydraulic actuators and control valves.

Installs, performs preventive maintenance, and services air and water cooled condensers, cooling tower Systems, evaporators and condensers, fans and fan motors, control air systems, absorption, direct expansion and chilled water air conditioning systems, refrigeration hermetic, semi-hermetic and non-hermetic compressors, air handling units and auxiliary equipment.

Troubleshoots air conditioning and refrigeration systems, metering devices and piping, air handling units and compressors, electric, electronic, and pneumatic controls, boilers and auxiliary equipment.

Performs flue gas analysis on boilers, conducts water tests on boilers, tests treatment levels in closed cooling water systems, and performs water treatment testing on cooling water towers.

Operates, programs, calibrates, and installs field controls to include direct digital control on energy management systems.

Initiates and prepares material requisitions; provides labor and material costs for assigned work requests.

Determining or interpreting work procedures for a group of workers, assigning specific duties to them, Maintaining harmonious relations among them, and promoting efficiency.

Other duties as assigned with the understanding that the intent is not to combine trades or classifications, but to create a level of flexibility within classifications to cover emergencies or do very minor repairs more efficiently.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned outside of classification, as required by the supervisor, in accord with district needs.

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Master Contract of the Maintenance and Operational employees.

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chf-human resources
8/30/00, 10/13/00, 10/8/09
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Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the: Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St., Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

760 - 6770 خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف

**Ponemos a sus órdenes el servicio de traducción. Las personas
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.