



Mechanical Services Certified HVAC Job Description

JOB INFORMATION

<i>Job Title:</i>	Mechanical Services Certified - HVAC
<i>Version Date:</i>	8/19/25
<i>Salary Grade:</i>	\$53,941 - \$108,013
<i>Category:</i>	Maintenance
<i>Department:</i>	Maintenance/Warehouse
<i>Work Year:</i>	208 Day, 12 Month
<i>FLSA Classification:</i>	Non-Exempt

JOB SUMMARY

This position is responsible for monitoring, maintaining, and supervising the operation of the conventional Heating, Ventilation, and Air Conditioning (HVAC) control systems in the school district.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Maintains and repairs the district mechanical systems as they relate to plumbing, electrical, heating, ventilating, and air conditioning, clocks, fire alarms, personal address systems, custodial equipment, and lighting.	25%
Performs preventive maintenance and scheduling for lubricating, cleaning and changing filters on all mechanical and (HVAC) Heating, Ventilation & Air Conditioning systems.	23%
Sets time clocks and thermostats according to district directives to conserve energy and low utility costs.	5%
Respond to reports of heating or cooling problems, suspicious odors, electrical problems, refrigeration problems, and other urgent situations. Maintain, inspect, diagnose and make emergency repairs to natural gas, water, refrigeration, and air distribution systems.	20%
Test, adjust, and calibrate boiler and air conditioning machinery and mechanical, electrical, and digital control instruments. Test and as required, chemically treat boiler, condenser and cooling tower water and water from other systems.	5%
Read and interpret blueprints, plans, specifications and drawings to determine job requirements.	2%
Maintains knowledge of indoor air quality standards and requirements	2%
Maintains and repairs the sewage disposal plant and swimming pool mechanical system at Pueblo County High School under the direction of the supervisor of maintenance.	1%
Cares for and schedules maintenance on the district vehicle assigned.	1%
Performs such other tasks and assumes such other responsibilities as the director of maintenance, operations and supply may from time to time assign.	5%
Works any shift and any day and during off-duty hours as the need arises.	2%
Only representative duties are described above. Additional related details and miscellaneous duties will be required in the performance of this job.	4%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education/Certification/Licenses

Required	High School Diploma or GED	Required	
Preferred	Associates or Bachelors Degree	Preferred	
Required	An EPA Section 608 certification to handle refrigerants is required.	Required	

Work Experience

2 years or more	The employee is required to have two years journey level refrigerant experience, and experience working with boiler/chiller maintenance.	Required	
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

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

Working Environment					
<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold			X		
Extreme heat			X		
Humidity		X			
Wet		X			
Noise			X		
Hazards			X		
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required	
<i>Yes/No</i>	<i>Reason for Drivers License</i>
Yes	Commuting between schools and maintenance department.