

Randolph County Schools
Elkins, WV

Job Description

POSITION: Heating and Air Conditioning Mechanic II

QUALIFICATIONS:

- A. High school diploma or equivalent
- B. Ability to communicate, read, write, and follow directions
- C. Good health with average agility and dexterity
- D. Possess physical strength to perform jobs that require prolonged standing, bending, stooping, and/or working in cramped quarters
- E. Ability to climb/work at high altitudes on ladders, scaffolds, and/or roofs as the job requires
- F. Capable of reading and interpreting blueprints
- G. Knowledge of school plant systems
- H. Knowledge of trade and tools
- I. Valid certification and training for handling and disposal of refrigerants
- J. Valid WV Driver's license
- K. Valid electrician's license
- L. Journeyman's skills in the application of principles and practices of the trade

REPORTS TO: Supervisor of Maintenance

SUPERVISORY
RESPONSIBILITIES: none

JOB
RESPONSIBILITIES:

- A. Check each piece of work as completed to assure complete safety
- B. Establish priorities and recommend changes and repairs on equipment and incorporate new concepts as they become proven
- C. Must know steam, gas, and water pressure capacities for the operating units and safety pop-off valves, metering, and margins involved for safe operations
- D. Must understand theory and practical application of valves, traps, pumps, and pneumatic and electrical controls applied to operating plants
- E. Must be able to follow specifications of unit manufacturer's diagrams
- F. Must comply with all national and local heating and air conditioning codes and required certifications
- G. Must understand motors, boilers, furnaces, stoves, heaters, refrigerators, freezers, chillers, fans, coils, and various other heating and air conditioning equipment
- H. Must have the ability to lay out and install heating and air conditioning systems
- I. Must be able to calculate loads, growths, and years of service for equipment
- J. Must have knowledge of duct work
- K. Must have ability and skills to repair and maintain heating and air conditioning units and related electrical equipment

- L. Must have knowledge of structural strengths of various building materials, and be aware of steel joints to install proper steel and support where duct work passes through a wall to assure complete safety

5.15

- M. Perform such other tasks and assume other responsibilities as the superintendent or immediate supervisor may from time to time assign or delegate

PERFORMANCE
STANDARDS:

- A. Demonstration of appropriate work habits
 - 1. Observation of work hours
 - 2. Regular attendance
 - 3. Compliance with policies/procedures
 - 4. Observance of good safety practices
 - 5. Meeting of schedules in a reasonable fashion
 - 6. Acceptance of change
 - 7. General appearance of work area
 - 8. Demonstration of initiative with regard to job assignment
 - 9. Maintenance of confidentiality
 - 10. Appropriate relationships with fellow employees
 - 11. Appropriate appearance and dress for assigned responsibilities.
- B. Demonstration of appropriate job performance skills
 - 1. Work judgments (organization and coordination of assigned duties)
 - 2. Quality of work
 - 3. Ability to follow instructions correctly
 - 4. Acceptance of responsibility
 - 5. Efficiency under stress
 - 6. Operation and care of equipment
- C. Maintenance of skills by the participation in staff development training programs.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve months. Salary and work year to be established by the County Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's Service Personnel Evaluation Policy (4220).

