

Corning Union Elementary School District  
Job Description

JOB TITLE: HEATING, VENTILATION AND AIR CONDITIONING MECHANIC -  
MAINTENANCE II

Salary Range: Range 32 Department: Maintenance  
Reports To: Dir. of Maintenance & Operations Approved by: Board of Trustees  
November 30, 2009

POSITION SUMMARY:

Under general supervision, performs skilled work in the installation, repair and maintenance of heating, ventilation and boiler equipment. Performs repair work on school buildings and other equipment as assigned.

ESSENTIAL FUNCTIONS:

Inspects, repairs, maintains and services air conditioning, refrigeration, ventilation and heating equipment, including large walk-in cool boxes and freeze boxes, roof and window air conditioners, fans, boilers and heaters.

Assists other maintenance personnel by performing unskilled or semiskilled duties in all types of maintenance and custodial functions.

Replaces valves, fans, motors, gaskets, filters and belts.

Makes plumbing and electrical repairs.

Programs, repairs and replaces thermostats.

Adjusts air flow vents and dampers.

Inspects, disassembles, repairs and maintains hot water and forced air heating and ventilation equipment.

Lubricates and maintains pumps, motors and bearings.

Performs minor brazing and welding.

Makes estimates of labor and material costs for jobs.

Cares for and stores tools and provides for security of tools, materials and equipment.

Operates District's vehicles.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Other related duties as assigned.

## QUALIFICATIONS/EDUCATION:

Must possess and maintain an EPA certificate in HVAC recovery and handling of refrigerants.

Four years of experience in the field of maintenance and operations.

Knowledge of the following: proper methods, materials, tools and equipment used in the air conditioning, heating and ventilation trade; plumbing and electrical work; applicable codes and regulations; appropriate safety precautions and procedures; basic first aid procedures.

Ability to: perform skilled work in the maintenance and repair of a wide range of refrigeration and air conditioning equipment; use with skill the tools, test equipment and materials of the air conditioning, heating and ventilation repair trade; maintain tools and equipment used and assigned in clean working order; providing proper security; operate a vehicle, observing legal and defensive driving practices.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

Must possess high school diploma or equivalent.

Must possess a valid California Driver's License.