

# MCDOWELL COUNTY SCHOOLS

## Job Description

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**POSITION:** Heating and Air Conditioning Mechanic II

**REPORTS TO:** Facilities Director

**CLASSIFICATION:** Service

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**FLSA STATUS:** Non-Exempt

**EMPLOYMENT TERM:** Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

**COMPENSATION:** Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

**EVALUATION:** Performance in this position will be evaluated annually by the Director or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

**JOB SUMMARY:** This position helps to maintain all aspects of the heating and ventilation and refrigeration systems in the county's physical facilities in a condition of operating excellence so that full educational use of facilities may be made at all times. This position is also responsible to insure compliance with Federal and State air quality regulations, School Building Authority rules, and Health Department requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Additional duties may be assigned. is required to perform a variety of skilled tasks within the assigned location.

- Estimates cost of materials and labor in relation to jobs;
- Operates and maintains the county temperature control system;
- Diagnoses and corrects temperature control problems in pneumatic and electronic control Systems;
- Troubleshoots and repairs various refrigeration equipment and systems;
- Troubleshoots and repairs various types of boilers, heating equipment and systems;
- Completes preventive maintenance on heating and cooling equipment;
- Ability to write reports and complete work orders consistent with the duties of this position;
- Ability to effectively present information and respond to questions from administrators, staff and general public;
- Must be certified in proper refrigerant practices;
- Skills in refrigeration installation, maintenance and repair at journeyman level;

- Knowledge of refrigeration tasks and test equipment;
- Performs related work as required; and
- Other duties as assigned by Director of Facilities.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:**

- Demonstrated training in related performance responsibilities such as licensed;
- Demonstrates heating/ventilation and air condition recovery system protocol;
- Possess and maintain a valid West Virginia driver's license;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Demonstrate adherence to schedules; being punctual;
- Demonstrate flexibility and adjusting to change;
- Demonstrate courtesy and tactfulness in interpersonal relations;
- Demonstrate dependability;
- Demonstrate understanding and implementing responsibilities;
- Demonstrate ability to use good judgment and make good decisions; and
- CIB/FBI fingerprint clearance

**EDUCATION AND/OR EXPERIENCE:**

- High school graduate or equivalent.
- State competency test, if appropriate as per WV §18A-4-8e.

**COMMUNICATION SKILLS:**

- Ability to follow written and oral instructions.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

**MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

**REASONING AND OTHER SKILLS/ABILITIES:**

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

**PHYSICAL DEMANDS:** *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.*

While performing the duties of this job, the employee is often required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is sometimes required to lift heavy objects. On The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel, etc. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is moderate to loud, due to the use of power tools.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*