



Gaston County Schools

HVAC Maintenance Mechanic II

Definition

Employee performs a variety of specialized skills, technical duties and HVAC tasks as an HVAC Mechanic, in the maintenance of the building systems and equipment. Employee performs a variety of installation, repair, and maintenance of HVAC systems and controls related to HVAC and Energy Management. Work is performed in a manner to ensure that schools are always open and safe for use. Troubleshoot multiple BAS (Building Automation System) controls. Assist other HVAC mechanics with troubleshooting systems upon request. Employees in this class perform independent tasks at a skilled mechanic level in HVAC and refrigeration. Work is reviewed in progress or on follow-up inspection for adherence to established maintenance and repair standards, building code compliance, and administrator request. Work is subject to inside and outside environmental conditions, extreme temperatures, noise, and hazards associated with machinery, gases, oils, and fumes. Employee receives instructions from the HVAC Foreman, Lead Technician, and/or the Mechanical, Electrical, Plumbing (MEP) Manager.

Duties and Responsibilities

- Repair and maintain HVAC systems [i.e. RTUs (Roof Top Units), Chillers, Boilers, AHUs (Air Handling Units), BAS (Building Automation System) etc.]
- Perform skilled mechanic level work in HVAC, as assigned; construct, install, and repair HVAC systems.
- Inspect HVAC systems.
- Troubleshoot HVAC systems.
- Test equipment and maintain service records (i.e. chillers, boilers, pumps).
- Inspect work performed by contractors.
- Provide routine maintenance and repairs to equipment and tools used in the trades.
- Follow work order priorities assigned; complete paperwork (work order, purchase order, equipment history, etc.) when tasks are accomplished.
- Read, understand, and follow service manuals, blue prints, schematics, or other written instructions for HVAC and refrigeration tasks.
- Follow safety rules and regulations in performing the assigned tasks, operating required equipment, such as power tools, hand tools, and motor vehicles.
- Clean work area, tools of the trade, vehicles, and assure their proper functioning.
- Performs other related duties as required or assigned.

Knowledge, Skills and Abilities

- Knowledge of North Carolina State Code.
- Knowledge of NFPA 70E Arc-Flash and safe HVAC work requirements.
- Knowledge of components and parts of HVAC system.
- Knowledge of approved electrical methods, practices, code requirements and safety standards.
- Knowledge of the full range of the methods, materials, tools, and equipment used in the HVAC trade.
- General knowledge of common problems and indications of such problems with heating, ventilation, and air conditioning systems.
- Knowledge of the occupational hazards and safety precautions of the trade, including safe practices and procedures of the trade.



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- Ability to develop and maintain effective working relationships with school officials, administrators, supervisors, and other school employees.
- Ability to understand and follow oral and written instructions.
- Ability to effectively communicate.
- Record keeping abilities.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects.
- Must possess the visual acuity to operate required equipment and motor vehicles, use measuring devices, and inspect work for accuracy, thoroughness, and adherent to work standards and instructions.
- Complete some work on site necessitating being physically able to work off ladders, lifts, work in crawl spaces, above ceilings and on roofs, etc. under prevailing environmental conditions.

Preferred Education and Experience

- High school diploma or G.E.D and five years of work experience in the commercial HVAC and refrigeration trade; or an equivalent combination of education and experience.

Special Requirements

- State HVAC Class 1, 2 or 3 license preferred.
- Universal CFC (Chlorofluorocarbon) license required.
- Employee must possess and maintain an appropriate driver's license recognized by North Carolina for the weight and type of vehicles operated. Employees are governed by Gaston County Schools Policy Code(s): 6335/7270/7260, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offenses.
- Some occasional over time and weekend work may be required, depending on workload or work requests.
- Provide support to other trades and work groups as needed in the operation of Gaston County Schools.

Certification/Licensure Compensation – not to exceed twelve percent (12%)

- This position may be eligible for up to a 12% increase for any State HVAC class 1, 2, or 3 license obtained.

This Position Reports to: Mechanical, Electrical, Plumbing (MEP) Supervisor

Salary: Entry Level Grade 67, Step 00



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If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test. As a safety sensitive position, the employee will be subject to random drug testing.

HOW TO APPLY: Inside and Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application
 - Upload cover letter to application
 - Upload current résumé to application

The following documents must be uploaded to online application, if Outside Applicant:

- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Verification of highest level of education

Qualified inside and outside applicants should mail or email cover letter and résumé to:

Harry Irby, Director
 Facilities Services
 PO Box 1397
 Gastonia, NC 28053
 Email: hmirby@gaston.k12.nc.us