

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** HVAC Mechanic/Welder

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Performs skilled work in servicing heating, air conditioning, and refrigeration units in the district. Positions, aligns, fits and welds various components depending on work assigned. Reports to the Director of Building and Grounds.

### ESSENTIAL FUNCTIONS

Performs service for heating, air conditioning and refrigeration units including water cooler units; replaces units, changes filters, installs new equipment, performs routine checks, etc.

Repairs and replaces all ventilation, heating and refrigeration equipment, compressors and motors, evaporators, heating elements, etc.

Maintains a roster on all HVAC units within the district. Sets on/off time schedules for air conditioning units.

Operates various equipment in the performance of duties including power tools, hand tools, vacuum pumps, fork lift, welding equipment, recovery equipment, cleaning agents, computers, etc.

Coordinates contract HVAC work; gathers information, prepares specifications, reviews bids, assists in awarding bids, supplies materials, inspects completed work, and performs related activities.

Estimates material requirements for projects and submits purchase requisitions for same; works with vendors/suppliers as required.

Monitors all HVAC and related maintenance equipment to ensure necessary and timely replacement/maintenance.

Lays out, positions, aligns and fits component parts together. Bolts clamps, and tack-welds parts to secure in position for welding. Sets up equipment and welds parts using arc, gas-shielded arc, submerged arc, or gas welding equipment. May assemble parts by bolting and riveting. May repair components by dismantling, straightening, reshaping, and reassembling parts using cutting torch, handtools, or other equipment. Adjusts welder as needed to accommodate varying thicknesses of steel.

Responds to two-way radio call requests; prepares and utilizes various records and documents in the performance of duties including work orders, blue prints, schedules, logs, equipment manuals, etc.

Willingly performs other related duties as required.

### JOB SPECIFICATIONS

#### **Education and Experience:**

High school graduate with vocational/technical training in HVAC and two to four years of experience with TIG/MIG welding; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a Recovery Certification and a valid driver's license.

**Knowledge:**

Knowledge of the practices, policies, and procedures of the school district. Knowledge of the practices, procedures, materials and supplies of the HVAC and welding trades. Knowledge of the occupational hazards and safety precautions of the trades. Knowledge of the various types of welding equipment and the tools and equipment used in HVAC servicing. Knowledge in applying sketches, plans, blue prints, and work orders for completion of HVAC maintenance or welding work requests. Possesses knowledge of both Tungsten Inert Gas (TIG) and Metal Inert Gas (MIG) welding practices.

**Skills/Effort:**

Ability to complete work requiring constant attention. Ability to understand and follow detailed oral and written directions. Ability to operate and/or utilize HVAC equipment/materials such as mechanics tools, testing equipment, etc. Ability to fuse and mold metal components using MIG/TIG welding practices. Skilled in performing preventive maintenance, installation and repair operations incidental to regular duties and/or areas of assignment. Skill in the use of standard hand tools. Skill in reading, interpreting and applying plans, specifications, blueprints. Ability to communicate effectively with immediate supervisor, staff, and other groups and individuals involved in daily activities. Possesses ability to work within precise limits or standards of accuracy. Able to look at flat drawings, pictures and blueprints and visualize how they will look as solid objects with height, width, and depth. Sees detail in objects or drawings and recognizes slight differences in shapes or shadings; works easily and skillfully with hands. Possesses ability to work with accuracy, precision and speed, and has good hand-eye coordination.

**Working Conditions:**

Work is conducted both indoors and outdoors with exposure to discomforting environmental conditions such as heat, cold, humidity, dusts, wetness and heights. Job requires occasional strenuous physical exertion in lifting and moving items weighing up to one hundred-fifty pounds. Routine local travel required. Work requires the operation of a vehicle, HVAC equipment, welding equipment, machinery and tools, and involves work requiring constant attention. Duties may require concentration on specific work, or remaining in certain positions, for long periods of time.

**Responsibility:**

No budgetary or supervisory responsibility.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____