

Jurisdictional Class: Competitive; Non-Competitive in Schools  
Adopted: January 25, 1989  
Revised: May 19, 2010

## **HEATING AND VENTILATING MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves a variety of heating and ventilating equipment maintenance and repair tasks of a skilled nature. Work is performed under general supervision with wide leeway allowed for independent planning and laying out of work details. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Maintains and repairs boilers and low pressure hot water and steam heating and ventilating equipment;  
Cleans, lubricates, and services pumps, unit ventilators, and related low pressure hot water and steam heating equipment;  
Repairs and replaces thermostats, valves, pump gaskets, unit ventilator filters, relays, and related heating equipment;  
Adjusts operating controls, thermostats, pumps, unit ventilators, and heating flames;  
Investigates complaints of under or over heating of classrooms, performs periodic heating tests, and checks and makes appropriate adjustments;  
Estimates materials required for preventive maintenance and repairs;  
Repairs and maintains exhaust fans, air compressors, auxiliary power supply generators, and related equipment;  
Orders and maintains a stock level of repair and replacement parts for a variety of heating and related equipment;  
Prepares reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the construction, operation, and maintenance of low pressure hot water and steam heating, ventilating, and related equipment;  
Good knowledge of the principles, procedures, tools, and safety procedures applicable in such work;  
Ability to repair and maintain low pressure hot water and steam heating and ventilating equipment in a safe and efficient manner;  
Mechanical aptitude;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Two (2) years of training and/or experience in the installation and/or serving of heating and ventilating equipment.