

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 servicing of heating and ventilating equipment.