



Heating/Ventilation & School Equipment Maintenance Mechanic

FLSA Classification

Non-Exempt

Pay Grade

National Conference of Fireman and Oilers, Local 956, Pay Group 18

Reports to

Facilities Manager or assigned Facilities Management Supervisorial Designee

Summary

Position is to perform skilled work in the maintenance, and repair of school mechanical systems, and other building equipment for District properties, including but not limited to, heating, ventilation, and dehumidification systems, pools and related pool equipment, dust collection and other contaminant exhaust systems. In addition, perform preventative maintenance and regularly inspect equipment and repair any problem before it causes damage or breakdown. This may include inspecting belts, checking fluid levels, or replacing filters. Must be able to work hand in hand with other District personnel to evaluate and troubleshoot equipment. Must also have knowledge of electricity, -, and other building trade knowledge as needed to properly maintain District property.

Essential functions

- ☐ Use of proper tools to measures airflow or water flow in ventilation or heating systems. Adjusts and balances ventilation or heating systems to provide sufficient heat gain in accordance with code requirements. Repairs and maintains as per manufacture recommendations hot water heating systems, dehumidification systems and related components. Ensures that HVAC equipment operates properly to provide occupant comfort and maximum energy efficiency. Performs related duties to accomplish these tasks. Cleans the building and performs general maintenance, including keeping building fixtures, lights, drinking fountains, and bathrooms in working order. Empty trash containers and pencil sharpeners; remove and replace trash liners in trash containers.
- ☐ Ensures that pools and associated piping, filtration systems, and controls operate properly. Assists in setting up and tearing down for building activities and events. Acquires additional assistance, if needed. Directs individuals to events and activities. Cleans areas after activities and events.
- ☐ Removes and disposes of asbestos-containing materials. Ensures that proper clothing and masks are worn when removing asbestos materials. Distributes supplies and orders to teachers' rooms. Places supplies in the appropriate storage areas.
- ☐ Performs mechanical repairs, maintenance, and preventative maintenance on any and all equipment found in schools including safety equipment when qualified.
- ☐ Performs other duties of a comparable level or type.

Minimum Qualifications

- ☐ Requires a minimum of a high school diploma or GED
- ☐ 1 year of experience
- ☐ Or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements

- ☐ First Class C Boiler License (required)
- ☐ Chief C Engineer (Stationary) license (preferred)
- ☐ Universal CFC card (preferred)
- ☐ Minnesota Class D Driver's license (Required)
- ☐ Asbestos Site Supervisor certification (Preferred)
- ☐ Certified Pool/Spa Operator (must obtain within 6 months of job entry)

Knowledge Requirements

- ☐ Methods, materials, tools and equipment used in stationary engineer work.
- ☐ Operation, maintenance and repair of boilers, pumps and ventilating systems.
- ☐ Basic electricity.
- ☐ Safety rules and safe work practices.
- ☐ Heating, ventilation, and air conditioning systems, pipe repair, traps, & pump repair, steam and hot water systems, including ducting, heating coils, dampers, fan systems, damper motors, filters, air flow and indoor air quality measurement.
- ☐ Small motor repair and school equipment maintenance and repair.
- ☐ Procedures to mix chemicals for swimming pools and boilers.
- ☐ Energy management systems, related software and control equipment.
- ☐ Pneumatic systems, air compressors, air dryers, calibration of pneumatic controls; airline piping and air compressor systems.
- ☐ Pool systems, pool piping, filtration, exchangers, pumps, flows, and chemicals, such as for boilers and steam lines.
- ☐ Vacuum systems and safety valves.
- ☐ Proper techniques for working with asbestos and pertaining laws.

Skill Requirements

- ☐ As related to boiler and piping systems, threading, soldering, pipe installation methods, and mixing and using chemicals.
- ☐ Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- ☐ Ability to utilize and operate water and air flow test equipment.
- ☐ Ability to work from shop drawings and specifications.
- ☐ Ability to maintain a harmonious working relationship with other employees.
- ☐ Using wrenches and other hand tools, portable tools and power equipment necessary to safely and efficiently maintain all building components, including heating, ventilating and related equipment.
- ☐ The ability to understand and use applicable EMS software to properly control or diagnose problems.

Work environment

Work is frequently performed near fumes or airborne particles, and with toxic or caustic cleaning chemicals. Occasionally, work is performed in wet or humid conditions (non-weather), near moving mechanical parts, in high or precarious places, and in outdoor weather conditions.

The typical noise level is considered to be moderate.

Physical demands

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit	√			
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance				√
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell			√	
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.				√
Up to 100 lbs.			√	
More than 100 lbs.		√		

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting.
Revised by Human Resources 4/2021



CLASSIFICATION DESCRIPTION

Heating/Ventilation & School Equipment Maintenance Mechanic



<u>Title of Immediate Supervisor:</u> Facilities Manager or assigned Facilities Management Supervisorial Designee	<u>Department:</u> Facilities Management	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> National Conference of Firemen & Oilers, Local No. 956, Pay Group 16

General Summary or Purpose Of Job:

Position is to perform skilled work in the maintenance, and repair of school mechanical systems, and other building equipment for District properties, including but not limited to, heating, ventilation, and dehumidification systems, pools and related pool equipment, dust collection and other contaminant exhaust systems. In addition, perform preventative maintenance and regularly inspect equipment and repair any problem before it causes damage or breakdown. This may include inspecting belts, checking fluid levels, or replacing filters. Must be able to work hand in hand with other District personnel to evaluate and troubleshoot equipment. Must also have knowledge of electricity, -, and other building trade knowledge as needed to properly maintain District property.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Use of proper tools to measures airflow or water flow in ventilation or heating systems. Adjusts and balances ventilation or heating systems to provide sufficient heat gain in accordance with code requirements. Repairs and maintains as per manufacture recommendations hot water heating systems, dehumidification systems and related components. Ensures that HVAC equipment operates properly to provide occupant comfort and maximum energy efficiency. Performs related duties to accomplish these tasks.	Daily 60%
2.	Ensures that pools and associated piping, filtration systems, and controls operate properly.	Monthly 10%
3.	Removes and disposes of asbestos-containing materials. Ensures that proper clothing and masks are worn when removing asbestos materials.	Annual 5%

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4.	Performs mechanical repairs, maintenance, and preventative maintenance on any and all equipment found in schools including safety equipment when qualified.	Monthly 20%
5.	Performs other duties of a comparable level or type.	As assigned

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or a GED certificate, and at least five years of experience working with building heating or ventilation systems; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

First Class C Boiler License (required)
 Chief C Engineer (Stationary) license (preferred)
 Universal CFC card (preferred)
 Minnesota Class D Driver's license (Required)
 Asbestos Site Supervisor certification (Preferred)
 Certified Pool/Spa Operator (must obtain within 6 months of job entry)

Knowledge Requirements:

Requires knowledge of:

- Methods, materials, tools and equipment used in stationary engineer work.
- Operation, maintenance and repair of boilers, pumps and ventilating systems.
- Basic electricity.
- Safety rules and safe work practices.
- Heating, ventilation, and air conditioning systems, pipe repair, traps, & pump repair, steam and hot water systems, including ducting, heating coils, dampers, fan systems, damper motors, filters, air flow and indoor air quality measurement.
- Small motor repair and school equipment maintenance and repair.
- Procedures to mix chemicals for swimming pools and boilers.
- Energy management systems, related software and control equipment.
- Pneumatic systems, air compressors, air dryers, calibration of pneumatic controls; airline piping and air compressor systems.
- Pool systems, pool piping, filtration, exchangers, pumps, flows, and chemicals, such as for boilers and steam lines.
- Vacuum systems and safety valves.
- Proper techniques for working with asbestos and pertaining laws.

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Skill Requirements:

Skilled in:

- As related to boiler and piping systems, threading, soldering, pipe installation methods, and mixing and using chemicals.
- Detecting, troubleshooting, servicing and performing scheduled preventive maintenance on heating, cooling and ventilation equipment.
- Ability to utilize and operate water and air flow test equipment.
- Ability to work from shop drawings and specifications.
- Ability to maintain a harmonious working relationship with other employees.
- Using wrenches and other hand tools, portable tools and power equipment necessary to safely and efficiently maintain all building components, including heating, ventilating and related equipment.
- The ability to understand and use applicable EMS software to properly control or diagnose problems.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				√
Walk				√
Sit	√			
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance				√
Stoop/kneel/crouch or crawl				√
Talk and hear				√
Taste and smell			√	
Lift & Carry: Up to 10 lbs.				√
Up to 25 lbs.				√
Up to 50 lbs.				√
Up to 100 lbs.			√	
More than 100 lbs.		√		

General Environmental Conditions:

Work is constantly performed in wet or humid (non-weather) conditions, such as in boiler rooms, tunnels; near moving mechanical parts, such as pumps, fans, belts, or motors; in high or precarious places; in fumes or airborne particles, such as asbestos or dust; and, in extreme heat (non-weather related), such as in boiler rooms. Work is performed with toxic or caustic pool chemicals at times; where there is a risk of electrical shock when working with power tools; and, where vibration is present when using tools such as hammer drills. Occasionally, work is performed in outdoor weather conditions when working on roofs with exhaust fans and dampers.

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The typical noise level is considered to be moderate, except in boiler or poolrooms where the level can be loud.

General Physical Conditions:

Work can be generally characterized as:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Repetitive twisting, bending and lifting are required.

Work is occasionally performed on ladders or scaffolding.

<u>Vision Requirements:</u> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

Job Classification History:

Classification reviewed and revised by Human Resources and Facilities Management July 2019.