

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

TITLE:	HVAC Mechanic	DATE:	August 2009
		REVIEWED:	June 2015
PAY GRADE:		LOCATION:	Facilities

SUMMARY: Performs maintenance on the heating, ventilation and air conditioning systems of the plant to ensure the safety and full use of buildings and facilities.

DUTIES:

1. Maintains, installs, repairs and tests a variety of heating, ventilating and air conditioning systems. Repairs and calibrates pneumatic and electronic controls and thermostats.
2. Lays out, reads and interprets plans, drawings and specifications of district buildings and facilities in accordance with appropriate by-laws and codes.
3. Estimates time, materials and equipment needed to complete work assignments.
4. Orders supplies and equipment as authorized.
5. Inspects facilities on a regular basis for the purpose of preventative maintenance.
6. Repairs and maintains equipment.
7. Performs capital works projects as assigned.
8. Reports unsafe conditions and faulty equipment to the Supervisor.
9. Maintains records related to work performed.
10. May be required to show subordinate workers how to use tools in a safe manner.
11. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Trades Qualification (TQ) Certificate in Refrigeration, Plumbing or Heating supplemented by Controls Maintenance training plus two (2) years experience in a maintenance environment after completion of the TQ including servicing DDC controlled HVAC systems and instrumentation experience.
2. A Gas fitter Class 'B' Contractor's License.
3. Working knowledge of computer operation and software applications related to work performed.
4. Sufficient physical strength, health and coordination to perform the duties and responsibilities of the job.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and outside agencies.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
7. A valid B.C. driver's license.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	