

Job Description

Job Title: HVAC Crew Leader
Position Code: 5N72, EN72
Job Classification: Non-Exempt

Supervisor: HVAC Supervisor
Pay Grade: 32
Contract Length: 245 Days

Job Summary

Position is responsible for supervising and providing a variety of advanced level work related to the maintenance and repair of heating, ventilating and air conditioning (HVAC) system which includes installation, preventative maintenance and service calls.

Essential Duties

1. Responsible for supervising staff, making assignments and evaluating work.
2. Install new HVAC equipment, follow OEM schedules, log work accomplished, and interact with building based personnel to ascertain problems and locations of needed work.
3. Provides preventive maintenance and repairs on HVAC and boiler systems and controls; corrects software related problems.
4. Responds to service calls; troubleshoots problems and air quality issues.
5. Assists other mechanics on difficult tasks.
6. Conducts seasonal startups and changeovers.
7. Orders supplies as needed.
8. Coordinates building operations with staff and completes work orders. Interacts with CMMS.
9. Acts as HVAC Supervisor in his/or her absence.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the HVAC Supervisor or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school or GED required. Completion of trade school courses in HVAC maintenance / installation, apprenticeship program, or applied job experience which provides the required knowledge. Must have at least two (4) years related experience. Thorough knowledge of practices, tools and terminology of the HVAC trade; understanding of the theory of heat exchange and air circulation and knowledge of electricity as it applies to HVAC equipment. Must be able to use computer to be able to access different types of DDC controls. Must possess a valid Virginia Driver License. Must possess CFC certification and Master Mechanical License

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders, work on roofs up to two stories in height, lift up to 50 pounds occasionally and work in dirty, dusty conditions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: HVAC Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The HVAC Crew Leader will be required to follow any other instructions and to perform any other related duties as assigned by the HVAC Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

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Updated 03/2026 LS