

## Job Description

**Job Title:** Journeyman HVAC Mechanic

**Position Code:** 5N34, EN34

**Job Classification:** Non-Exempt

**Supervisor:** HVAC Crew Leader

**Pay Grade:** 28

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing a variety of skilled work related to the installation, preventative maintenance and repair of heating, ventilating and air conditioning (HVAC) systems.

### Essential Duties

1. Requires proper inspection of all heating, ventilating and air conditioning equipment. Installs and maintains HVAC equipment according to manufacturers' operations and maintenance manuals.
2. Must be capable of replacing worn drive belts and properly adjust belt tension and align pulleys for proper wear.
3. Understand proper lubrication procedures for circulating pumps, motors, drive pulleys and bearings to maximize efficiency and prolong the life of the equipment.
4. Responsible for checking, cleaning and replacing filters in all HVAC equipment. Understand proper procedures for cleaning both evaporator and condenser coils as necessary.
5. Maintain certification for asbestos abatement and comply with prescribed procedures for the proper removal and containment of materials associated with HVAC equipment according to AHERA plan.
6. Maintain CFC certification and must be well versed in the use of refrigerant recovery equipment.
7. Understand principles of refrigerant pressure/temperature chart and properly charge HVAC systems with manifold gauge assembly. Must understand and apply theory of charging systems using subcooling and superheat to gain optimal efficiency from HVAC systems.
8. Extensive experience in the techniques of soldering and brazing using an oxy-acetylene torch.
9. Must be experienced in the proper use of multimeters to troubleshoot and diagnose malfunctioning electrical circuits.
10. Must always be conscious of mechanical and electrical hazards for both oneself and peers.
11. Practical computer experience with Microsoft Word, Excel and Outlook.
12. Use laptop to view HVAC status of school buildings using Tridium software.
13. Must learn School Dude computer application to receive and complete assigned work orders and account for daily labor and material transactions.

14. Must be responsible for maintaining and safeguarding Purchase credit card (P-card) for local purchases and completing transactions in a timely manner.
15. 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.)

### **Working Hours**

Normal working hours are 7:00 a.m. through 3:30 p.m. Mon-Fri, Summer working hours are 6:00 a.m. through 4:00 p.m. Mon- Thur.

### **Other Duties**

Performs any other related duties as assigned by the HVAC Crew Leader 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 HVAC trade school or apprenticeship program, or four (4) years of applied job experience which provides the required knowledge. Must maintain a current journeyman's mechanical license. Must possess a valid Virginia Driver's 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. Demonstrate the ability to climb ladders and work on roofs up to two stories in height. Lift up to 50 pounds and work in dirty dusty conditions. Must have the ability to stand for extended periods of time and have physical agility to crawl, bend, stoop and reach overhead. Must exhibit manual dexterity to operate equipment in a safe manner. Must be able to see, read and comprehend printed material with or without vision aids. Hear and understand speech at normal audible levels. Speak and enunciate distinctively so others may clearly understand in person and on the telephone. Have the ability to understand and follow oral and written instructions.

### **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 HVAC Technician 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 Journeyman HVAC Mechanic 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:**

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Supervisor

Date:

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

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Employee Name (Print)

Signature

Date:

Revised 10/2023 (LS)  
Updated 03/2026 LS