

CITY OF NEWBURGH - ENLARGED SCHOOL DISTRICT  
DATE AMENDED: SEPTEMBER 10, 1991

HEATING AND VENTILATING MECHANIC

GENERAL STATEMENT OF DUTIES: Performs skilled maintenance and repair work on the heating and ventilating equipment in the school district. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the maintenance and repair of heating and ventilating equipment so as to achieve safe, efficient and comfortable operating conditions. The work is performed under the general supervision of the superintendent of buildings and grounds. Guidance is available for new or unusual problems.

EXAMPLES OF WORK:(ILLUSTRATIVE ONLY)

Cleans, lubricates, services and keeps in operating condition all heating and ventilating equipment in the school system; Repairs and replaces electrical controls, thermostats, relays, pumps and related equipment; Adjusts operating controls, pumps and heating flames; Investigates complaints of under and over heating of rooms, performs appropriate tests and makes appropriate adjustments.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of the construction, operation and maintenance of heating, ventilating and related equipment; ability to repair and maintain heating, ventilating and related equipment in a safe and efficient manner; ability to work well with others; good judgment; dependability; resourcefulness; good physical condition.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; AND
- B. The completion of a formal course in heating, ventilating or temperature control; AND
- C. Three years of experience in the installation and/or servicing of heating and ventilating equipment.