



<b>Job Title:</b>	Heavy-Duty HVAC Mechanic	<b>Wage/Hour Status:</b>	Hourly
<b>Reports To:</b>	Shop Manager	<b>Pay Grade:</b>	Auxiliary Pay Grade TR5
<b>Dept. /School:</b>	Transportation Department	<b>Date Revised:</b>	12/6/2011

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**Position Function/Purpose:**

Under general supervision, performs HVAC diagnostics and repairs on buses and various types of district vehicles. Perform a variety of jobs related to maintaining vehicles and equipment in working order.

**Qualifications:**

**Education/Certification:**

High school diploma or USA equivalency  
CDL Driver's license, ASE certification

**Experience:**

4 years as Heavy Duty HVAC mechanic

**Special Knowledge/Skills:**

Ability to diagnose mechanical problems and perform repairs with general supervision  
Ability to operate equipment and tools involved in vehicle repair  
Ability to lift heavy equipment and vehicle parts  
Ability to pass alcohol and drug test  
Ability to pass required bus driver safety training  
Acceptable driving record  
Ability to operate bus  
Ability to operate a wrecker  
Demonstrate ability to perform responsibilities under general supervision

**Major Responsibilities:**

1. Perform repairs using precision HVAC pressure/temperature measuring meters, computerize diagnostic tool, understanding wiring schematics and diagrams.
2. Fabrication of pressure hoses, sheet metals and ducts, using equipment such as cutters, benders, break etc.
3. Maintain a preventative maintenance repair schedule.
4. Retrofit and repair refrigerant 134-A systems, etc.
5. Performs diagnostics, installation, and mechanical repairs of various types of vehicles accordance to official technical repair procedures.
6. Use diagnostic equipment to evaluate mechanical problems in vehicles.
7. Perform minor mechanical repairs.
8. Do welding and minor bodywork.
9. Service vehicles according to established preventive maintenance schedule.
10. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.

11. Maintain accurate, updated records of preventive maintenance.
12. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
13. Demonstrate a systematic process of preventative maintenance and visual inspections.
14. Perform routine vehicle maintenance and preventative care.

**Safety:**

15. Operate tools, equipment, and machinery according to prescribed safety procedures.
16. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
16. Help keep shop, equipment, and tools in safe operating condition.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

**Other:**

18. Operate buses and vehicles as needed.
19. Maintain accurate records of time and materials required to perform repairs and service.
20. Maintain assigned hand tools in a clean and secure manner.
21. Respond to roadside malfunctions in a timely manner.
22. Perform cleaning functions to maintenance and fueling station facilities.
23. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Working Conditions:**

The noise level in the work environment is usually moderate to high. Regularly exposed to such environmental conditions as moving mechanical parts, fumes, airborne particles, and outdoor weather conditions. Regularly required to travel to facilities within the district.

**Mental Demands/Physical Demands/Environmental Factors:**

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 accommodations will be made if necessary:

While performing the duties of this job, the employee is regularly required to sit; stand; move throughout the room and/or facility; communicate verbally and electronically; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, and/or crawl; and drive.

While performing the duties of this job, the employee is regularly required to lift or exert force of up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*