



JOB DESCRIPTION

JOB TITLE	HVAC Mechanic
JOB GROUP	CUPE 4222A
LEVEL	Category 1
DEPARTMENT	Organizational Support Services, Facility Services
SUPERVISOR	Maintenance Supervisor

POSITION SUMMARY

Under the direction of the Maintenance Supervisor or designate, the HVAC Mechanic is responsible for assessing, installing, repairing and maintaining heating, ventilation and air conditioning systems, refrigeration equipment and control systems; ensuring work is performed in a safe and effective manner and in accordance with all government regulations, to protect against injury, facility damage and school day losses.

DUTIES AND RESPONSIBILITIES

HVAC Installation/Maintenance/Repair and Diagnostics

- Inspect and diagnose HVAC systems and their components to evaluate condition, determine the cause of problems and/or failures in heating/air conditioning/ventilation systems for the purpose of identifying equipment and/or systems repair and/or replacements and recommend preventive maintenance
- Perform routine and preventive maintenance of heating and air conditioning systems and/or components
- Install and maintain heating, refrigeration, ventilation, air conditioning equipment and control systems
- Read and interpret shop drawings and control schematics
- Participate in start-up and commissioning of heating and air conditioning systems, and building automation systems
- Comply with provincial safety standards for using and disposing of refrigerant
- Respond to all emergencies regarding HVAC systems

System Support

- Inform management regarding procedures and/or status of work orders
- Assist in enhancing customer satisfaction through meeting with school staff and supervisors, suppliers and contractors to provide cost estimates, scheduling of work, and outlining safety requirements
- Assist other skilled tradespeople with projects and heavy equipment
- Participate in meetings, workshops, training and seminars as required
- Transport a variety of tools, equipment and supplies to ensure availability of materials required at job site
- Operate and maintain a board vehicle, tools and equipment to good working order and comply with maintenance and safety guidelines

- Check work of other maintenance staff and contractors
- Order materials from suppliers and reconcile purchasing card statements
- Prepare time sheets
- Prepare written materials (e.g. repair status, activity logs, etc.) as required
- Receive, track, monitor and report status of maintenance work orders within Computer Maintenance Management System (CMMS)
- Ensure the manner in which work is performed complies with TVDSB and legislated policies, procedures, practices, guidelines and work instructions and any other applicable requirements
- Maintain current knowledge of all equipment, techniques, methods, procedures, regulations and industry standards in the HVAC sector
- Performs other duties as assigned by the Maintenance Supervisor or designate

EDUCATION, LICENSES & CERTIFICATIONS

- Ontario Secondary School Diploma or equivalent
- Certified and maintain registration with Ontario College of Trades Refrigeration and Air Conditioning Systems Mechanic (313A) Program (or Provincial/Territorial equivalent with Red Seal Endorsement (RSE))
- Possess and maintain a valid Gas Fitter I or II License by T.S.S.A.
- Possess and maintain a valid CFC Recovery license
- Ozone Depleting Substance Handling certificate
- Possess and maintain a valid Ontario Drivers' License

EXPERIENCE

Five and one half (5-1/2) years of recent, related work experience in a commercial, industrial or institutional setting is required.

This position requires a clean drivers abstract.