

# HVAC Mechanic

DEPT: Public Works  
DIV: Facilities  
DATE: July 2016

FLSA: Non-Exempt  
EEOC: Admin Support



## POSITION SUMMARY

Performs a variety of **journey level, supervisory, skilled and semi-skilled duties** related to the installation, preventive maintenance, upgrades to electrical distribution, wiring conduit and electronic control systems, monitoring, troubleshooting, and repairing of various mechanical and electrical equipment in heating, ventilation and air conditioning (HVAC) systems in City buildings. Utilizes electrical/HVAC contractor's license to establish vendor relationships and purchase needed materials.

## SUPERVISION RECEIVED

Works under the general supervision of the Facilities Superintendent.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

Performs HVAC planning function to include: identification and development of expenses for material, work plan, material sourcing and pricing, and labor force identification. Maintain records, reports and files. Order supplies or equipment and consult with City departments to recommend capital renovation requirements for all City HVAC.

Performs and supervises major repair work on heating and air conditioning systems, the maintenance, calibration, and repairs of gas and electrical control systems; electrical and HVAC repairs and basic plumbing repairs in performance of heating and air conditioning duties. Perform preventive maintenances and upgrades to electrical distribution and electronic control systems dealing with HVAC.

Responsible to install, maintain, operate and repair the heating, ventilation, air conditioning, and refrigeration equipment in City buildings; provides basic, on-going maintenance, to include charging systems, gas calibration, checking and changing air filters, belts, and pulleys on a regular basis. Monitors and maintains computer software systems to sustain efficiency. A basic understanding of positive pressure balancing and dampening abilities of HVAC system.

Assist with assembling, installing, testing and maintaining electrical equipment appliances, apparatus or fixtures, using hand tools or power tools.

Assist with preparing sketches or following blueprints to determine the location of equipment to ensure conformance to building and safety codes. Determine mechanical systems integrity and recommend professional outsourcing needs when applicable.

Perform physically demanding tasks, such as moving or lifting heavy objects, working from ladders, scaffolds, attics, or roofs to install, maintain, or repair equipment.

Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from a standard senior high school;

AND

B. Five (5) years of progressively responsible experience relating to electric, heating, air conditioning, maintenance and repair.

OR

C. An equivalent combination of education and experience.

### 2. Essential Knowledge, Skills, and Abilities:

**Considerable knowledge** of large facility HVAC, refrigerated and evaporative air conditioning systems, operations and repairs; basic carpentry, advanced electrical and plumbing skills; common hand tools and power tools for maintenance, carpentry, plumbing and electrical work. **Working knowledge of** basic computer operations and various software applications essential to effective record keeping and report generation.

**Journey Level Skill in** the operation of various types of light equipment such as forklift, front end loader, tractor, backhoe, etc., basic mechanics, advanced electrical, HVAC and plumbing operations, basic carpentry and masonry; mathematics;

**Ability to** interpret wiring diagrams, blueprints, and electrical schematics; troubleshoot and repair problems in electrical wiring and HVAC; run tests, isolate problems, replace faulty wiring, lay conduit and perform other tasks as necessary; to work with numbers and measurements; work in small places; lift heavy equipment; identify wires by color; good vision with/without corrective lens; good hand-eye coordination and motion control; lift 50 pounds; communicate verbally and in writing; develop effective working relationships with electrical/HVAC suppliers and vendors, supervisor, and the public.

3. Special Qualifications:

Must be a Utah Licensed Journeyman Electrician with HVAC experience/credentials

Possess a valid Utah State Commercial Driver License (CDL)

Pre-employment drug/alcohol test and background check

4. Work Environment:

Workers in the position generally perform in a physically demanding environment. Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Work from ladders, scaffolds, or roofs to install, maintain, or repair electrical wiring, equipment, or fixtures. Occasionally works in outside weather conditions and is may be exposed to wet and/or humid conditions; works near moving mechanical parts, vibration and risk of electrical shock, works in high, precarious places, exposed to fumes or airborne particles, toxic or caustic chemicals and may work with chemicals such as paint, lacquer, paint thinner, and roof foam, occasionally works within enclosed spaces; talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)