

HVAC MECHANIC

DEFINITION

Under general supervision, performs a variety of advanced heating, ventilation and air conditioning (HVAC) work in connection with maintenance and repair, performs skilled trades work on projects in the trade areas of electrical, plumbing, low-voltage communication systems, facilities repair and performs related work as required. May assist in the skilled trades of carpentry and painting as needed.

DISTINGUISHING CHARACTERISTICS

In this journey level class, incumbents must possess a comprehensive understanding of the HVAC field, including the relationships, dependencies and implications of actions taken. It is distinguished from the Facilities Serviceworker series in that the duties performed are of a specialized, skilled nature in the HVAC field, whereas the Facilities Serviceworker classifications perform semi-skilled duties relating to general building maintenance.

SUPERVISION RECEIVED

General supervision is provided by the Facilities and Building Manager.

SUPERVISION EXERCISED

May provide technical supervision over less experienced personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Services, repairs and replaces heating, ventilation and air conditioning equipment; repairs and overhauls a variety of equipment, including air compressors, major tooling, drinking fountains, auxiliary fans of all types, and lighting devices.

Performs preventative maintenance on heating, ventilation and air conditioning equipment.

Performs more complex, difficult or unique tasks or projects that have longer-term objectives and works in a manner that is largely self-directed.

Diagnoses causes of equipment malfunctions.

Installs, services and programs building operation computer-based control systems.

ESSENTIAL DUTIES (continued):

Exercises independent judgment in solving problems and identifying new approaches to achieving outcomes; demonstrates analytical skills in applying knowledge and experience to complex technical problems in order to develop appropriate solutions.

Follows all safety rules and protocols; takes appropriate action as required to identify and correct safety hazards and report safety concerns to his/her supervisor.

May perform lock-smith work and power-washing as needed.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Procedures, techniques, materials and tools used in the repair, maintenance, and installation of heating, ventilation and air conditioning equipment.

Operating and preventative maintenance requirements of heating, ventilation and air conditioning equipment.

Safe and proper use of tools, machinery, equipment and supplies used in the skilled trades.

Repair and installation of HVAC units of up to a capacity of 750 tons.

High-lift and fork-lift operations.

Building, plumbing and electrical codes.

Ability to:

Perform skilled HVAC maintenance and repairs and other skilled trade work.

Read and interpret plans and blueprints.

Establish and maintain a positive customer service attitude and effective working relationship with the public and City employees.

Communicate effectively orally and in writing.

Understand and follow written and oral instructions.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of increasingly responsible skilled craft experience in HVAC. Experience in energy management systems is desirable.

Education: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by the completion of an apprenticeship program in HVAC. Completion of a five (5) year apprenticeship program in HVAC is highly desirable.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

Possession and maintenance of Federal Environmental Protection Agency CFC Universal Technician certification.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work indoors and outdoors in a variety of weather conditions; work within confined spaces and heights of up to 50 feet above ground; stand, reach, bend, stoop, squat, and crawl; must be able to lift equipment weighing up to 75 pounds; work in locations subject to temperature changes, dust, fumes and smoke, gases, open flames, noise, and electrical energy; work with chemicals, solvents, grease and oil; must be groomed appropriately to safely wear respiratory protection equipment; work shifts, weekends, holidays and overtime as needed. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

315CS14

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AAP GROUP:

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt