

JOB TITLE: HVAC Mechanic II
SCA OCCUP: 23410 Heating, Ventilation, and Air-Conditioning Mechanic
SALARY GRADE: Federal Wage Determination, Davis-Bacon Act or
Collective Bargaining Agreement
FLSA STATUS: Nonexempt
APPROVAL DATE: November 2014
SUPERVISES: N/A

POSITION SUMMARY:

Under general supervision, perform master journeymen level work in the repair, maintenance, service, modification, troubleshooting, inspection and monitoring of the operation of heating, ventilating, air conditioning and refrigeration equipment and associated plumbing, electrical, mechanical, EMS (Energy Management Control System) controls systems. This position applies advanced technical knowledge of control systems to solve complex problems that typically cannot be solved solely by referencing manuals or similar documents. Work may be reviewed by supervision for general compliance to acceptable trade practices and procedures. This position may provide technical guidance to lower level technicians.

TYPICAL DUTIES:

1. * Monitor and adjust the full range of heating, cooling, ventilation, and refrigeration equipment by means of an energy management system.
2. * Perform hands-on work; write, modify, code, analyze, enhance and debug EMS computer control software programming.
3. * Train others in the use of controls software programming; set up, troubleshoot, repair, test and calibrate electronic components for EMS computer control.
4. * Troubleshoot, maintain, modify and repair heating, ventilating and air conditioning systems and equipment including DX (direct expansion) and hydronic systems.
5. * Troubleshoot, maintain, modify and repair fans and fan motors, pumps and pump motors, electric and pneumatic controls, safety controls, overcurrent and other equipment protection devices.
6. Follows procedures, regulations and guidelines while minimizing errors and safety risks;
7. Mounts compressor and condenser units, uses hand and metalworking tools and welding equipment, follows blueprints or engineering specifications;
8. May install, repair and service air conditioners, ranging from 15 to 20 tons cooling capacity. Monitors and inspects heating and cooling systems to ensure continued proper operation.
9. Investigates problems and performs repairs on various mechanical and electrical equipment in heating, cooling and ventilation systems.
10. Performs preventative maintenance on heating and cooling systems. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Assesses drain problems and performs any needed repairs.
11. Assists in monitoring the work of journeyman or new HVAC mechanics by providing instruction and reviewing completed projects.
12. May prepare work sketches and assist in the design and specifications of planned work.
13. Frequent travel between facilities is required.
14. Performs other duties and special projects as assigned.

TYPICAL QUALIFICATIONS:

- Requires a high school diploma, GED, trade school coursework or apprenticeship;
- Minimum of five years of work experience as an HVAC Mechanic performing HVAC/refrigeration equipment installation, repair and maintenance in a commercial, industrial or large facilities environment. Experience should include work on chillers.

- Knowledge of refrigeration theory, Air and Hydronic Balancing, Boolean Logic knowledge, electronics knowledge, energy audit experience, absorption and screw chiller experience, refrigeration license.
- Knowledge of commercial mechanical and electrical systems, and ability to read and understand blueprints;
- Requires knowledge of regulations regarding HVAC including environmental and indoor air quality, and skilled HVAC work, with attention to safe practices.
- Knowledge of local, state and federal regulations regarding HVAC repair and maintenance for occupied spaces;
- Ability to manage and accurately track material resources and time, and adapt to changing work priorities;
- Ability to estimate time and materials, and manage resources;
- Demonstrated organizational, problem-solving and common sense skills;
- Ability to work safely;
- Customer service skills to act responsively to customer inquiries and requests; and escalate the more difficult matters appropriately;
- Communication skills to provide procedural and factual information, and to follow instructions;
- Flexibility to build effective working relationships with staff, customers and others;
- Ability to travel to various facilities, and to work independently and as a team.

CERTIFICATES REQUIRED: Must maintain a Valid driver's license with an acceptable driving record while in this position. A valid EPA Refrigerant Recovery Certification. Ability to complete the following trainings as required: forklift operation certification, lock out tag out, fall arrest, confined space, MSDS, asbestos and lead identification, ladder safety, emergency evacuation, in-house OSHA and respirator training. A Chlorofluorocarbons Certification may be required.

TYPICAL PHYSICAL REQUIREMENTS: Employees may experience the following physical demands for extended periods of time:

- Sitting, standing, walking, bending, stooping
- Lift or move tools, equipment or materials up to 50 pounds
- Climbing, working from high platforms and/or ladders
- Work in confined spaces
- Work in areas of hazardous equipment
- May work near or with toxic substances
- May be exposed to wind, rain, cold, and heat
- May be exposed to Noise

WORK ENVIRONMENT: Work is performed at a customer's location in an office/shop environment and on job sites, in a construction environment with various tools and construction equipment