

PRIDE INDUSTRIES
JOB DESCRIPTION

JOB TITLE: HVAC Mechanic
SCA OCCUP: 23410 Heating, Ventilation, and Air-Conditioning Mechanic
SALARY GRADE: Federal Wage Determination or
Collective Bargaining Agreement
FLSA STATUS: Nonexempt
APPROVAL DATE: August 2014

POSITION SUMMARY:

Under general supervision, the HVAC Mechanic performs a variety of technical tasks related to installing, maintaining and repairing heating, cooling, ventilation and related systems.

TYPICAL DUTIES:

1. * Follows procedures, regulations and guidelines while minimizing errors and safety risks;
2. Mounts compressor and condenser units, uses hand and metalworking tools and welding equipment, follows blueprints or engineering specifications;
3. Fabricates, assembles and installs ductwork and chassis parts;
4. Installs evaporator units in chassis or in air-duct systems;
5. * Installs expansion and discharge valves in circuit. Installs humidifiers into system and connects water and drain pipes. Installs new units or replacement parts for existing units according to specifications and established safety guidelines.
6. * Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant.
7. * 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.
8. * Investigates problems and performs repairs on various mechanical and electrical equipment in heating, cooling and ventilation systems.
9. * 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.
10. * Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source.

11. * Determines amount of airflow required to keep carbon dioxide at a safe level and ensures it is maintained.
12. * Locates, picks up, and delivers parts required for department needs.
13. * Assists in monitoring the work of journeyman or new HVAC mechanics by providing instruction and reviewing completed projects.
14. * May prepare work sketches and assist in the design and specifications of planned work.
15. Frequent travel between facilities is required.
16. Performs other duties and special projects as assigned.

TYPICAL QUALIFICATIONS:

- Requires a high school diploma, GED, trade school coursework or apprenticeship;
- One year of work experience in HVAC/refrigeration equipment installation, repair and maintenance;
- Knowledge of refrigeration theory, pipefitting, and structural layout required.
- 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: Valid driver's license required for this position at most locations. Must maintain an acceptable driving record while in this position. A valid EPA Refrigerant Recovery Certification and 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
- May lift or move boxes or equipment up to 50 pounds with or without assistance
- Climbing ladders

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- Working in confined spaces
- Exposure to toxic substances
- Exposure to risk of electrical shock
- Exposure to wind, rain, cold, and heat
- Noise from equipment in construction environment

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.

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Employees are expected to follow their supervisor's instructions and to perform the tasks requested by their supervisors.

* Denotes Essential Job Function

Employee Name Print

Signature

Today's Date