HVAC MECHANIC

DEFINITION
Under general supervision, install, repair and maintain heating, air conditioning, ventilation and refrigeration systems and equipment.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Installs, repairs and maintains heating, air conditioning, ventilation and refrigeration systems and equipment;
- Responds to service calls to troubleshoot and resolve HVAC issues;
- Operates, maintains, repairs and adjusts direct digital controls, control panels, compressors, pumps and exhaust fans; calibrates, replaces and installs pneumatic control thermostats;
- Repairs and maintains low–pressure steam boilers; installs, repairs, tests and adjusts refrigeration components including evaporators, condensers, conditioning systems, refrigeration units, ice plants, centrifugal and screw chillers, walk-in coolers and freezers and ice machines.
- Verifies conformance with legal requirements and safety codes;
- Responds to emergency elevator and HVAC problems; operates computerized energy and building management system; orders supplies and materials needed to complete HVAC work orders;
- Tracks daily log of work order status and creates work reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of HVAC maintenance practices, methods and techniques, HVAC diagnosis and repair techniques,
- Skilled in the safe use of power and hand tools used in HVAC maintenance and repair, following oral and written instructions in English, in establishing and maintaining positive and productive working relationships with both internal and external customers;
- Ability to complete assignments exercising good judgment and with little supervision, and to effectively communicate verbally and in writing in English;
- Proficient in the use of a personal computer hardware and software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, bending and lifting up to 70 pounds; May be exposed to extreme temperatures and weather, slippery surfaces, areas under construction, toxic fumes, solvents and chemicals and infectious diseases.

QUALIFICATIONS
A high school diploma or equivalent, AND two (2) years experience in HVAC repair and maintenance OR an equivalent combination of education and experience. Must possess at the time of application and maintain EPA universal, HVAC certifications, and a valid California Driver’s License.