SENIOR HVAC MECHANIC

DEFINITION
Under minimum supervision, assists in the supervision of assigned staff and installs, repairs and maintains 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
- Assists in the supervision of assigned staff and installs, repairs and maintains heating, air conditioning, ventilation and refrigeration systems and equipment;
- Estimates costs of new installation and repairs to existing systems and equipment and maintains related records;
- Conducts periodic inspections on related equipment for proper operation;
- 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;
- Responds to emergency elevator and HVAC problems;
- Inspects and diagnoses computer room A/C systems for operational problems and takes corrective measures.
- Inspects the work of contractors performing maintenance, alteration, repair, refurbishment or construction of structures and equipment;
- Verifies conformance with legal requirements and safety codes;
- Operates computerized energy and building management system;
- Orders supplies and materials needed to complete HVAC work orders;
- Tracks and maintains daily log of work order status and creates work reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable 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, analyzing and interpreting readings and operating data governing HVAC systems and equipment, providing and following oral and written instructions, and establishing and maintaining effective working relationships;
- Ability to perform successful perform essential duties with little supervision, effectively communicate verbally and in writing and to troubleshoot HVAC issues and resolve problems in timely manner;
- Proficient in the use of a personal computer hardware and software packages.

QUALIFICATIONS
Must possess and maintain a valid EPA universal and HVAC and Refrigeration certifications AND four (4) years progressively responsible experience in HVAC repair and maintenance; OR an equivalent combination of education and experience. Must have and maintain a valid California Driver’s License.