

HVAC SYSTEMS MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs skilled work in the operation of heating, ventilation and air conditioning (HVAC) equipment at School District facilities. The position requires expertise in the operation and repair of large complex systems including, but not limited to, boilers, chillers, cooling towers, air handlers, pumps and associated control equipment. The work is performed under general supervision with a wide leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent often works independently and may oversee the work of subordinate staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Troubleshoots HVAC equipment at designated school buildings to maintain maximum building comfort levels at predetermined limits;
- Spot checks school buildings to maintain building comfort levels, meters and gauges to insure system operations are in accordance with specified instructions and/or parameters;
- Communicates with building occupants regarding temperature comfort levels;
- Adjusts and regulates equipment to maintain adequate building comfort levels;
- Inspects HVAC equipment periodically and monitors it to insure efficient operations and makes adjustments as required;
- Repairs and calibrates pneumatic and electronic temperature control systems utilizing latest state-of-the-art methods, procedures and equipment;
- Ensures auxiliary equipment such as pumps, compressors, valves, regulators and controllers are at optimum operating efficiency;
- Ensures that preventative maintenance schedules are carried out properly and effectively;
- Installs, repairs and maintains HVAC equipment and other building systems equipment;
- May prepare estimates of materials and parts needed;
- Makes repairs to sheet metal ductwork and fabricates sheet metal assemblies;
- Fabricates miscellaneous items of equipment not commercially available or when so required to meet special situations;
- Maintains written records and logs as required;
- May direct the work of others and review while in progress and upon completion;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices involved with the operation of large complex HVAC systems, auxiliary equipment and controls;
- Thorough knowledge of construction and safe efficient operation of large complex HVAC systems, auxiliary equipment and controls;

SEE REVERSE SIDE

- Good knowledge of the methods, materials and test equipment used in the operation and maintenance of large complex HVAC systems, auxiliary equipment and Direct Digital Controls (DDC);
- Good knowledge of energy management, system integration and programming;
- Good knowledge of the fundamentals of cooling tower applications as well as water treatment;
- Working knowledge of energy conservation including heat load calculations and building envelopes;
- Working knowledge of current environmental and OSHA regulations pertaining to HVAC operations;
- Skill in reading and interpreting technical manuals sketches, drawings and blueprints;
- Skill in the utilization of tools and test equipment of the mechanical, plumbing and refrigeration trade;
- Ability to solve HVAC problems diagnostically;
- Ability to use diplomacy, good judgment and tact in effectively communicating with people, building occupants, the general public, school district employees and contractors;
- Ability to climb, stoop and do moderately heavy lifting;
- Ability to layout work;
- Mechanical aptitude;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and four (4) years of experience operating and maintaining complex HVAC systems, auxiliary equipment and controls in a facility.

NOTE: Education and/or training at a regionally accredited or New York State registered college, university or technical school in heating, ventilation, air conditioning or a closely related field may be substituted for experience on a year-for-year basis.

SPECIAL REQUIREMENT:

Certification as a Type I and II Refrigerant Transition and Recovery Technician as required by the Code of Federal regulations, Part 82, Subpart F, and approved by the Environmental Protection Agency within one (1) year of appointment.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.