

POSITION DESCRIPTION

TITLE: HVAC Mechanic - (Non-Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

HVAC Mechanic is an advanced position related to the mechanical trades of heating, plumbing, ventilation, air conditioning and refrigeration. Although the bulk of the work time will be spent in the actual performance of duties, employees in this category will be required to work as working foremen and supervise teams of employees and students. Workers in this class receive instructions and reports to the Mechanical Trades Supervisor and any other designated higher level Physical Plant personnel. Employees must train and work with a limited amount of asbestos if needed. Will be required to be "on call" for emergencies on weekends, evenings, and holidays. Employee must be dependable and punctual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Required to work with Asbestos.
- Performs and records Preventive Maintenance.
- Conducts inspections and reports findings to the Mechanical Trades Supervisor.
- Maintains and oversees large heating and air conditioning units.
- Repairs and changes motors, belts, compressor coils, filters, valves, nozzles, burners, fans, piping and drain and sewer lines.
- Performs mid-level electrical work such as replacement of ballast, switches, plugs, and starters, wiring of motors, fans, and exterior lights.
- Repairs and installs various plumbing parts and components.
- Handles special projects with crews.
- May be required to operate energy management equipment.
- Estimates time and material for various projects both in supervisory and technical fields.
- Maintains records and attends classes on training.

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- Assists in general building trades maintenance or repair and work with other trades.
- Instructs workers in safe operation of equipment and insures safety procedures are followed.
- As essential personnel, follows established emergency procedures.

SPECIAL KNOWLEDGE AND SKILLS:

- Must possess leadership and motivational skills.
- Ability to read manufacturer's literature and manuals.
- Ability to follow detailed written and verbal instructions.
- Ability to interpret plans and drawings related to mechanical field of general information.
- Must be able to communicate effectively with the College community and employees.
- Practices and enforces good safety practices.
- Operates various testing equipment; drain cleaning equipment, recovery system, meters, locators, and knowledge of combustion analysis.
- Operates equipment such as folk lift, tractor, bucket truck, etc.
- Ability to schedule work.

MINIMUM QUALIFICATIONS:

- Education: High school diploma or G.E.D. certificate.
- Experience: Six years experience in the field of mechanical trades, four of which must be directly associated with one of the following: plumbing, heating, air conditioning and refrigeration. Applicant may substitute year for year experience beyond the requirement for up to two years credit for education qualifications. Graduation from an accredited vocational or training school can be used for up to two years of experience.
- Must pass an HVAC written basic skills assessment test.
- Must possess a Universal CFC certification or obtain one within six months of employment.
- Must possess a Maryland Asbestos certification or obtain one within six months after completing the probationary period.
- Must possess a valid driver's license, preferably Maryland.

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- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.

While employees in this category may possess expertise in a given area of the mechanical trades and work primarily in that trade (plumbing, heating, air conditioning, refrigeration) if needed they will be required to assist and/or work in all the aspects of the listed mechanical trades even though it may be in a semi-skilled position for that area.