

CLASSIFICATION SPECIFICATION

HVAC/Refrigeration Mechanic

FT/PT Class Code: 6014, 6514 Pay Grade: B/C 15 FLSA: Non-Exempt Rev. 03/06/19

SUMMARY STATEMENT: An incumbent is involved in advanced heating, ventilation, air conditioning and refrigeration work installing, repairing, replacing and maintaining system components in various structures throughout the campus and has credentials to service these systems according to federal law.

NATURE AND SCOPE:

An incumbent reports to a technical or administrative supervisor and provides mechanical and electrical installation, maintenance and replacement services for HVAC and refrigeration systems components to ensure proper safety, maintenance and operation of campus facilities. A significant aspect of this work involves preventative maintenance and troubleshooting activities to minimize down time and to correct malfunctions in complicated mechanical and electrical systems; determines and analyzes mechanical and electrical systems and its components, and oversees the work of certified/skilled mechanics or HVAC/R apprentices involved in servicing equipment. An incumbent sees that assignments are carried out in accordance with federal and state regulations and standards, as set forth by the American Society of Heating, Refrigeration and Air Conditioning Engineering and the National Electrical Code.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Identifies and diagnoses malfunctioning systems to include air conditioning, refrigeration, ventilation, boilers, heat pumps, environmental units and related electrical components. Repairs and replaces systems to comply with federal, state, ASHRAE standards and the National Electrical Code.
2. Conducts preventative maintenance on complex HVAC/R systems and determines the need for repair and/or replacement of system components to include mechanical, electrical and/or fluid.
3. Oversees the work of certified/skilled mechanics or HVAC/R apprentices in the performance of maintenance, repair and servicing of HVAC/R equipment.
4. Performs mechanical, electrical and structural modifications to heating, ventilation, air conditioning, refrigeration, electrical and pneumatic control systems.
5. Interprets various diagrams, blue prints, and layouts.
6. Identifies and recommends the use of contractors when resources are limited.
7. Estimates time and materials required to complete a variety of repair and replacement projects.
8. Maintains records of work performed, materials used, time spent on assignments, and refrigerant used logs in accordance with established procedures and federal law.

PRINCIPAL ACCOUNTABILITIES, cont'd:

9. Operates various electrical and testers, humidity recorders, leak testing equipment, refrigeration gauges, temperature recorders, torches, recovery units, vacuum pumps and micron meter and related testing and repair devices.
10. Requisitions supplies, materials and labor.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the methods and techniques used in the installation, maintenance and repair of complex heating, ventilation, air conditioning and refrigeration equipment, systems and components.
- ◇ Knowledge of federal, state, American Society of Heating, Refrigeration and Air conditioning Engineers standards and the National Electrical Code and their application.
- ◇ Knowledge of hazards and safety precaution of the trade.
- ◇ Knowledge of interpreting wiring diagrams and blueprints.
- ◇ Knowledge of safe, efficient operation and maintenance of heating, air conditioning, ventilation, refrigeration and electrical systems.
- ◇ Knowledge of mechanical and electrical principles and methods used in the design and operation of various systems.
- ◇ Knowledge of the principles and practices of supervision.
- ◇ Knowledge of schematics, blueprint design and interpretation.
- ◇ Knowledge of cost analysis techniques, methods of time estimation and appropriate recordkeeping.
- ◇ Knowledge of the principles and practices of supervision.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Skill in application of standard practices and techniques in the use of tools and materials commonly used in the HVAC/R and electrical trade.
- ◇ Skill in determining cause(s) of malfunctioning mechanical and electrical systems and taking appropriate, corrective action.
- ◇ Ability to establish and maintain effective working relationships with fellow employees and others.
- ◇ Ability to review the work of certified/skilled mechanics or HVAC/R apprentices.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of relevant experience to include experience in HVAC/R operations, installation and repair including mechanical and electrical components; or other equivalent combination of education and experience.
- ◇ Possession of the Universal CFC certification.
- ◇ Possession of the State of Delaware HVAC license. Must be obtained within the first year of employment.