

GENESEE COUNTY

HVAC BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for maintenance, repairs, operations and installations on a variety of HVAC systems for the district's buildings and facilities; maintains logs, completes records and prepares reports. The work involves responsibility for repairs and maintenance to a wide range of heating, ventilation, and air conditioning systems in district buildings and facilities. The incumbent also aids in the performance of standard building maintenance activities, including plumbing and electrical repair. Does related work as required.

TYPICAL WORK ACTIVITIES:

Installs, operates and performs general and complex repairs for a wide range of heating, ventilation, refrigeration, and air conditioning equipment;
Performs required preventative maintenance, lubrication, changes belts and filters, etc.;
Reports to supervisor when equipment or system problems are beyond the capabilities of the incumbent;
Responds to maintenance work requests and complaints;
Completes maintenance work orders by describing work performed, hours required, and parts costs;
Tests and treats water used in HVAC systems in order to prevent growth of fungi and bacteria;
Drives vehicle to work locations and to pick up replacement parts and equipment;
Identifies and solves problems with electric controls, heating systems and refrigeration systems;
Installs and services boilers, air conditioning systems, air compressors, pneumatic systems, duct work and computer hardware for control systems, by measuring pipes, soldering or brazing metals, wiring control systems, etc.;
Repairs steam and hot water leaks, motors, pumps, steam traps, air handling units and all other HVAC equipment and components;
Operates and maintains the heating and air handling systems including but not limited to: boiler controls, steam lines, steam traps, radiators, hot water lines, air handling units, air compressors, air lines, thermostats, water softener, chemical treatment program, fuel tanks, fuel pumps and fuel lines;
Maintains logs and completes records of the heating and air handling systems operation and maintenance, fuel consumption and fuel inventory, including costs, repairs, preventive maintenance schedule and planned upgrades;
Checks and logs pressure or temperature controls;
Monitors burner operation and controls;
Checks lubricating oil levels; Cleans filters on air compressor;
Checks belt drives on heating and air handling systems;
Maintains air-handling unit filters, clean and replace as needed;
Prepares a variety of records and reports related to the work;
Performs skilled repairs to plumbing, steam lines, electrical wiring and equipment, furniture, doors and windows, appliances and varied equipment and machinery;
Builds desks, cabinets and other office furniture. Installs walls, ceilings, windows, doors and paneling. Installs new electrical circuits and equipment;
Perform outside duties, such as mowing lawns, removing snow and ice, painting interior and exterior surface;
Estimate material required to perform work.
Performs relate duties and fulfills responsibilities as required.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of different types of HVAC systems including pneumatic, electrical, cooling, air conditioning, boiler and heat pumps; Good knowledge of appropriate HVAC formulas and their application; Good knowledge of correct installation, preventative maintenance, and servicing of HVAC equipment; Good knowledge of general safety practices, accident prevention methods, and hazardous conditions and materials associated with HVAC work; Working knowledge of chemical and chemical treatments associated with fluids in HVAC systems; Ability to apply information from service manuals and other sources to present systems, installation problems, future servicing, etc.; Ability to identify servicing needs and provide verbal and written descriptions of problems and observations; Ability to add, subtract, multiply and divide as used in mathematical formulas; Ability to determine requirements for specific jobs: materials, personnel, tools, equipment, and length of time necessary to complete a job; Ability to write basic memos and incident reports and to keep accurate records of numerical data; Ability to work in tight spaces, climb ladders and perform HVAC work on rooftop locations; Ability to read and interpret maintenance manuals, wiring and piping schematics, blue prints, etc.; Mechanical skill and ability; Physical condition commensurate with the demands of the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in heating and air conditioning, heating and cooling, or heating and refrigeration technology;

OR:

- B. Two years of experience in the installation, maintenance or repair of heating, air conditioning or electrical systems;

OR:

- C. An equivalent combination or training and experience as defined by the limits of A and B above.).

SPECIAL REQUIREMENT APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid New York State Driver's License.

Must be EPA certified (refrigeration license) as required in article 40 CFR 82, subpart F.

Competitive Class
Created 9/23/21