

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**STEP AND GRADE:
13**

**DATE LAST PRINTED:
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JOB TITLE: HVAC MECHANIC

SUMMARY OF RESPONSIBILITIES:

Under general supervision performs and independently does maintenance and repairs on all HVAC equipment and maintains comfortable environment in all buildings. This includes but is not limited to Chiller, roof top units, cooling towers, circulation pumps, boilers, and pneumatic controls. May perform leadership duties in the supervisor's absence.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs preventive maintenance on equipment and repairs HVAC equipment as needed or at the direction of the Building Engineer.
2. Monitors computer and tours buildings as often as needed to maintain a comfortable environment in all buildings.
3. Perform preventive maintenance on all heating, ventilating, and air conditioning systems. This includes replacing compressors on roof top units, repair or replace circulating pumps of varied sizes and weld and fabricate parts as needed.
4. Diagnose and repair all electrical, mechanical, and plumbing problems with boilers, chillers, air handlers, pumps, air conditioning systems, coolers and freezers, and furnaces as required.
5. Performs a variety of general and specific maintenance activities including testing, adding and maintaining proper chemical levels in Boiler & Chiller water loops, changing heating system from heat to air and vice versa as needed, changing oxygen tanks.
6. May exercise functional supervisory duties of Building Engineer and Assistance Building Engineer in their absence.
7. Assists in snow removal. Checks weather forecast and reports to work as established when it snows.
8. Assist other departments and buildings in emergency evacuation plan.
9. Prepare boilers for state inspections.
10. Performs all other duties as assigned.

POSITION REQUIREMENTS:

Education/Abilities

- Requires high school diploma or equivalent education, or completion of formal vocational or apprentice program in HVAC.
- Requires skills in the maintenance and repair of boilers, furnaces, air handlers, and related equipment.
- Requires the ability to obtain and maintain Certified Powered Industrial Truck Certification as required by OSHA compliance 29CFR 1910.178.
- Posses a Type 1, 2, 3 and universal technicians certificate to comply with 40 CFR part 82.F to handle refrigerant.
- Requires Welder's certification.
- Requires City of Rockford Certification.
- Requires valid Illinois Drivers License.
- Ability to oversee subordinates.
- Requires ability to pass required physical examinations.
- Requires the ability to lift 75 lbs.
- Ability to read and interpret building blue prints and identify equipment for ordering parts.
- Requires basic computer skills in Microsoft Excel and Word. Learn Micromain 2000 software along with a PDA for work orders.
- Demonstrates working knowledge of occupational hazards, precautionary, and safety measures.
- Demonstrates working knowledge and skill in the use of tools, methods, and standard practices of the trade and the ability to learn and perform maintenance and repair.
- Demonstrates ability to read, interpret, and work from oral and written instructions or specification.
- Demonstrates ability to climb to OSHA compliance top of 12' step ladder and work for extended time and climb and use an extension ladder safely.
- Requires general knowledge of building construction, operational systems, and general maintenance, plumbing, pumps, and controls.
- Requires good verbal and written communication skills.
- Requires good interpersonal skills affording the ability to establish and maintain satisfactory working relationships with fellow employees, and the general public.
- Requires the ability to operate a forklift and sweeper.
- Knowledge of ASHRAE compliance and building codes a plus.

Experience

- Requires five years of experience in the operation and maintenance of HVAC equipment.
- Requires a minimum of one year of supervisory experience.
- Experience using and servicing DDC controls, software and hardware a plus.