



Position Title:	HVAC Mechanic IV	Job Code:	4264-06E
Reports To:	HVAC Mechanic V	Job Group:	SNE
Department:	Facilities Management	Salary Grade:	11
Prepared By/Date:	Carol Flynn/05-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Prospero Herrera/05-2006		
Revised:	Jennifer C. Brito/05-04-2009		

Summary:

This is advanced skilled work (journey person level) in the maintenance, service, cleaning and repairs to heating ventilating and air conditioning equipment. HVAC Mechanic IV directs the work of HVAC Mechanic II, III and helpers in daily tasks and performs skilled work independently under the guidance of the HVAC Mechanic V, Campus supervisor or assignee in accordance with the standard practices of the HVAC trade.

Essential Duties and Responsibilities:

- Performs tasks by using the standard tools, materials, codes methods, and safe practices of the HVAC trade.
- Maintains, services, cleans and repairs direct expansion equipment, using appropriate trade tools.
- Operates energy management system: schedules, starts and stops equipment adjusts the parameter to the HVAC system.
- Maintains, cleans, and repairs cooling towers, air compressors, air handler units, pneumatic controls, exhaust and supply fans, water pumps, water coolers and related equipment direct expansion equipment.
- Assists other trades as needed.
- Plans and generates work orders.
- Day-to-day assumes responsibility of the master in his/her absence.
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Considerable knowledge of trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades is essential.
- Ability to plan, assign, review, supervise, and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
- Ability to read, write and understand oral and written instructions.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to follow instructions relating to work assignments that may be oral or written, and may be accompanied by sketches or blueprints.
- Ability to use electronic mail, web based trouble report systems, and PDA based C.M.M.S software.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

Work Environment:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

This individual is exposed to both indoor and outdoor environment conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles.

Physical Demands:

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.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or equivalent.
- A minimum of four (4) years experience in the HVAC trade, either as a trade helper (or equivalent) or as a participant.
- Must possess EPA Card type 1, 2, or Universal Certification.
- A maintenance license maybe substituted for the journeyman's license if applicant is an in-house Miami Dade employee.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name