



Position Title:	HVAC Mechanic V (Master)	Job Code:	4265-06E
Reports To:	HVAC Chief	Job Group:	SNE
Department:	Facilities Management	Salary Grade:	12
Prepared By/Date:	Carol Flynn/05-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Prospero Herrera/05-2006/04-29-2010		
Revised:	Jennifer C. Brito/04-29-2010		

Summary:

The HVAC Mechanic V performs skilled technical and supervisory work and is the Head HVAC Mechanic at the trade masters level. HVAC Mechanic V directs the work of HVAC Mechanic II, III, IV and helpers assigned to this trade. The HVAC V Mechanic performs works under the maintenance supervisor and guidance of the HVAC Chief in accordance with the standard practices of the HVAC trade.

Essential Duties and Responsibilities:

- Oversees and performs tasks using the standard power tools, materials, and trade codes to include personnel safety.
- Oversees and performs service, maintenance, replacement, and repair of direct expansion equipment, chilled water equipment and ventilation systems.
- Operates energy management system: schedules, starts and stops equipment, adjusts the parameter of the HVAC system.
- Responsible for the supervision of contracted work.
- Schedules and directs the work of the A/C shop.
- Maintains records of the A/C shop.
- Orders parts, maintains inventory of parts, estimating materials and labor.
- Ensures that the work is completed in a safe worker like manner and applicable to standard trade practices and codes.
- Maintains, replaces, and repairs cooling towers, air compressors, pneumatic regulators, lines and driers, air handler units, exhaust and supply fans, water pumps, direct expansion equipment, water coolers, thermostats and related equipment.
- Coordinates with other trades.
- Performs others duties as assigned.

Knowledge, Skills and Abilities:

- A comprehensive and thorough 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 and 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 five (5) years experience in the HVAC trade, with two (2) of those years must be at a supervisory level.
- Possession of an AC class A Contractor's certificate from the state or a Master's Air Conditioning license.
- EPA Universal certification is essential.
- Must possess a valid driver's license and be able to travel to any campus.
- This is a district position requiring the individual to work on all campuses.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name