



Position Title: Part-Time HVAC Mechanic III
Reports To: Zone Supervisor
Department: Facilities Maintenance
Prepared By/Date: Donna French/09-08-2011
Approved By/Date: Marvin Francisco/09-09-2011
Revised:

Job Code: 8406-00E
Job Group: Class-R
Salary Grade: CN
FLSA Status: Non-Exempt

Summary:

Performs journeyman level work in maintenance, service cleaning and repairs to heating and air conditioning equipment.

Essential Duties and Responsibilities:

- Performs tasks by using 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, and adjusts the parameters 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 direct expansion equipment
- Assists other trades as needed
- Plans and generates work orders
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to travel to various campus locations on a daily basis
- Considerable knowledge of trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades
- Ability to plan, assign, review, and inspect the work of others
- 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 well in a multi-ethnic and multi-cultural environment with students, faculty and staff

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 quiet.

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.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must have the ability to repeatedly 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 (GED) and a minimum of three (3) years of experience in the HVAC trade, either as a trade helper (or equivalent) or as a participant
- Must possess a valid Florida Driver License
- Must possess EPA Card type 1, 2, or Universal Certification
- A maintenance license may be 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