



## Maintenance Mechanic - HVAC

**Department:** Physical Plant

**FLSA Status:** Non- Exempt

**Grade/Level:** N/A

**Work Schedule:** M-F; 8:00 a.m. to 5:00 p.m.; 12 months; occasional evenings, weekends, holidays as required.

**Job Status:** 1.0 FTE

**Reports To:** Director of Physical Plant

**Amount of Travel Required:** None

**Positions Supervised:** None

### **POSITION SUMMARY:**

Maintains HVAC/Refrigeration systems throughout campus and other buildings owned by Austin College. Provides assistance as needed in central power plant operations and maintenance of associated equipment. Performs all essential functions within the HVAC/Refrigeration trade and boiler operations.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

#### **Essential Functions Statement(s)**

- Tests and diagnoses existing HVAC systems and components using electrical, mechanical, and pneumatic equipment and adjusts and/or repairs as needed by brazing, soldering, welding, and re-assembling according to code and build schematics;
- Installs and assembles HVAC associated electrical wiring, piping, expansion and control valves, structural and functional components, brackets, hangers, etc. using tools including but not limited to: hand and power tools, welding equipment, measuring equipment, and hoists;
- Monitors and maintains refrigerant systems, and makes adjustments as needed by adjusting valves and charging or reclaiming system refrigerant, performing mechanical overhauls if necessary;
- Maintains records of refrigerant used and reclaimed in accordance with regulatory guidelines;
- Reads blueprints to determine location, size, capacity, and type of components needed to build refrigeration system;
- Estimates, orders, picks up, delivers, and installs materials and supplies needed to maintain equipment in good working condition;
- Schedules work with customers and initiate work orders, house requisitions and orders from stock;
- Insulates system equipment as required;

#### **Other Job Function Statement(s)**

- Other assigned duties as required.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

**Minimum:** High School Degree or equivalent and technical school certification in trade, six months to one year related experience

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

- Holds current EPA Certification to work on stationary air conditioners and refrigeration systems under Section 608 of the Clean Air Act. Minimal "Type II" certification is required with "Universal" preferred

**SKILLS** (The ***application of knowledge*** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- operate and perform routine maintenance equipment;
- read and understand blueprints and schematics;
- measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge;
- verify trueness of structure level;
- bore bolt holes in timber, masonry or concrete walls, using power drill;
- drill holes and pull or push wiring through openings, using hand and power tools;
- cut or saw boards, timbers, or plywood to required size, using handsaw, power saw, or woodworking machine;
- understand control and operating voltages.
- operate computer systems .
- measure, cut, thread, or bend pipe to required angle, using hand or power tools or machines such as pipe cutters, pipe-threading machines, or pipe-bending machines.

**ABILITIES** (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes ***observable behaviors or behaviors that produce observable*** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- work evenings, weekends and/or overtime as required;
- follow instructions and/or guidelines;
- obtain and maintain valid driver's license;
- work independently or with limited supervision;
- troubleshoot and repair basic electrical system problems (light switches, wall receptacles, contact starters);
- use a variety of power tools or test equipment (volt /ohm meters, amp meters, drills, saws, screw drivers, open box end wrenches etc.);
- follow established safety rules and regulations for each trade;
- maintain a safe and clean environment at all times;
- maintain tools, vehicles, and equipment in proper operating condition;
- apply safe work practices to include the utilization of equipment, tools and or chemicals;
- work independently with little supervision;
- model high standards of honesty, integrity, trust, and ethical behavior;
- maintain regular and consistent attendance;

use cognitive skills to: solve problems, pay attention to detail; develop, plan, and implement short- and long-range goals; communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions. and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

- Productivity - Completes all assignments on a timely basis.
- Accuracy - Ability to perform work accurately and thoroughly.
- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Attendance - Misses few days of work.
- Punctuality - Arrives on time.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and occasional unassisted lifting (up to 50 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:** Operate potentially hazardous equipment. Occasionally exposed to fumes or airborne particles. Occasionally exposed to work in high, precarious places and toxic or caustic chemicals. The noise level in the work environment is usually loud. Work from ladders, scaffolds, or roofs.

**DISCLAIMER:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

By signing this document, you acknowledge it has been reviewed with you by your supervisor, that you were given an opportunity to ask questions now and in the future, and that you understand and agree to fully meet job expectations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_