

# HVAC MECHANIC

Job Code	Pay Grade
13700	CL13

## Nature of Work

This is journeyman level work in the installation, alteration, repair and maintenance of heating, ventilating and air conditioning (HVAC) systems. Employees in this class work in accordance with standard trade practices, exercise independent judgment and make decisions regarding complex repair work procedures. Oversight may be exercised over one or more helpers on a project basis.

## Minimum Qualification Requirements

- 3 years HVAC trades experience that includes 6 months as a team leader, supervisor, or supervisor training; or
- Completion of a 2 year vocational and training certification or diploma in a related field and 1 year HVAC experience that includes 6 months as a team leader, supervisor, or supervisor training; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession and maintenance of a valid Pinellas County HVAC journeyman level Certificate of Competency.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Installs, overhauls and services refrigeration and air conditioning units by repairing, rebuilding, replacing or adjusting worn or broken components on condensers, compressors and water and vacuum pumps.
- Tests refrigeration equipment for leaks and adds gas to units.
- Repairs and adjusts valves, piping connections, fittings and couplings.
- Adjusts pressure, solenoid and expansion valves.
- Checks gauges, makes inspections and performs preventive maintenance service.
- Changes and washes oil cleaners and air filters.
- Performs skilled mechanical and trade functions to support operations.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, materials, tools and equipment of refrigeration and air conditioning operation, maintenance and repair.
- Knowledge of standard practices, materials, tools and equipment of the electrical trade and local and national electrical.
- Knowledge of occupational hazards and appropriate safety precautions, to include working with complex office building, commercial and industrial HVAC systems.
- Knowledge of work hazards and safety associated with crafts, trades and facilities work.
- Knowledge of tools, power tools and materials used in skilled trade work.
- Knowledge of the methods, materials, tools and practices for HVAC work.
- Skill in use of tools and equipment for mechanical repairs.
- Skill in locating and repairing defects in related equipment.

## HVAC MECHANIC (continued)

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### Knowledge, Skills, and Abilities (continued)

- Skill in the use and care of standard tools, equipment and testing devices of the electrical trade.
- Ability to work from oral or written instructions, broken parts or basic diagrams and sketches.
- Ability to troubleshoot defects in machinery and equipment operation, make proper repairs and adjustments, complete assignments.
- Ability to lead helpers and others to complete assignments, keep basic records and do heavy manual work.
- Ability to read and interpret blueprints and schematics, equipment diagrams, draw sketches of proposed projects, plan assignments, order materials and understand and follow oral and written instructions.
- Ability to operate a personal computer and other automated systems to monitor work, enter and retrieve information.
- Ability to install, alter, repair, and maintain a variety of HVAC systems and equipment.
- Ability to endure long periods of standing, walking or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects.
- Ability to detect problems and repair machinery and equipment.
- Ability to communicate orally and in written form to impart information, write reports, etc.
- Ability and strength to climb ladders and perform heavy manual labor for extended periods.

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Revised	EEOC Code	Overtime Code
10/16	Skilled Craftsman	Classified