

HVAC LEAD MECHANIC

Job Code	Pay Grade
13702	CL14

Nature of Work

This is lead journeyman level work in the installation, alteration, repair and maintenance of heating, ventilating and air conditioning (HVAC) systems. The incumbent performs typical HVAC duties plus independently evaluates, plans, maintains, and improves the automated systems used to control HVAC and other miscellaneous electronic control systems and devices. Employees in this class work in accordance with standard HVAC trade practices, exercise independent judgment and make decisions regarding complex repair work procedures, including serving as a lead specialist in both mechanical and electrical duties, principally for HVAC. The incumbent may also support security, surveillance, fire alarm, lock and other mechanical systems. Incumbents are not routinely tasked to perform advanced bench work electronics related repairs, electronic overhauls or rebuilding complex electronic or electrical equipment. Supervision may be exercised over one or more personnel on a project basis and assignments include regular responsibility for direction and training other personnel in the upkeep, operation, improvement and maintenance of operations.

Minimum Qualification Requirements

- 3 years HVAC trades experience that includes 1 year of highly complex facilities/industrial electronic HVAC control assignments; or
- Completion of a 2 year vocational and training certification or diploma in a related field and 2 years HVAC experience that includes 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, appropriate certifications in HVAC electronics control systems or other directly related systems training.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Programs, modifies, and installs electronic devices to manage the automated mechanical controls for a large building complex and related equipment operations.
- Assesses, plans, maintains and improves centralized automated systems used to manage HVAC and other miscellaneous electronic control systems and devices.
- Oversees and trains other personnel to program, install and repair both mechanical and electronic controls and systems.
- 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.

HVAC LEAD MECHANIC (continued)

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Illustrative Tasks (continued)

- May perform both low voltage and high voltage tasks depending on area of assignment.
- Performs HVAC installation, maintenance, modification, calibration and repair of electronic and electrical instrumentation, equipment and control systems; exercises lead responsibility over others on project basis or as assigned.
- Performs installation, maintenance, modification, calibration and repair of complex electrical power systems, related instrumentation, equipment, and control systems; and may exercise lead responsibility over other workers.
- Plans, designs, acquires, installs, repairs, programs and maintains new digital controls and programs and equipment to replace, convert or expand systems.
- Maintains programming, administrative logs, documentation and information mapping and instructions to support efficient and effective operations of electronic and control systems.
- 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.
- Advanced knowledge in the design, installation and programming of both old and new electronic technologies used to centrally manage and control HVAC and other utilities in facilities and office complexes.
- 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.
- Skill in the use and care of standard tools, equipment and testing devices of the electrical trade.
- Ability to apply computer applications and software.
- 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.

For official use only

Revised	EEOC Code	Overtime Code
5/08	Skilled Craftsman	Classified