

HVAC Systems Mechanic Tompkins County

Department: Facilities

Classification: Competitive

Labor Grade: Blue Collar Grade 8

Approved: 8/21

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** two (2) years of experience operating and maintaining HVAC systems, auxiliary equipment and controls in a facility.

NOTE: Education and/or training at a New York State registered or regionally accredited college, university or technical school in heating, ventilating, air-conditioning or closely related field may be substituted for experience on a year-for-year basis.

SPECIAL REQUIREMENTS:

1. Certification as a Core Refrigerant Transition and Recovery Technician as required by the Code of Federal Regulations, Part 82, Subpart F, and approved by the Environmental Protection Agency within one (1) year of appointment.
2. Possession of the appropriate level Motor Vehicle Operator's License at time of appointment.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a skilled position in which the incumbent performs work involving the operation and maintenance of heating, ventilating and air conditioning (HVAC) equipment at County facilities. The position requires a working level knowledge of the operation of large complex systems including, but not limited to, boilers, chillers, cooling towers, air handlers, pumps and associated equipment. The work is performed under direct supervision. Occasionally works independently with leeway allowed for independent judgement and decision making. Direct supervision may be exercised of the work of other maintenance personnel and contractors. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Services, repairs and provides preventative maintenance to all plumbing fixtures, related flush valves, mixing valves, faucets, water supply pipes, water fountains, fittings, drain lines and traps in all County buildings;
- Installs plumbing fixtures and water supply lines;
- Assists in the operation and maintenance and repair of HVAC equipment at designated County facilities to maintain building comfort levels within predetermined limits;
- Monitors County facilities to maintain building comfort levels, checks meters and gauges to insure that system operations are within specified instructions and/or parameters;
- Communicates with building occupants regarding temperature comfort levels;
- Starts, stops, adjusts and regulates equipment being operated to maintain building comfort levels;
- Assists higher level HVAC Systems Technicians with inspection of HVAC equipment to insure efficient operation is maintained helps make adjustments as required;
- Observes electronic temperature control systems and reports malfunctions and system problems to a higher-level HVAC Systems Technician;
- Operates County HVAC equipment in line with facilities energy conservation policy while following established procedures, guidelines and standards;
- Observes, maintains, repairs, and operates auxiliary equipment such as pumps, compressors, valves, regulators and controllers and reports problems associated with same to higher level HVAC Systems Technician;
- Performs preventative maintenance on HVAC systems and equipment;
- Responds to maintenance work requests and customer complaints;
- Unclogs sinks, drains, and toilets;
- Interprets oral and written instruction, including technical manuals, drawings/blueprints, specifications and plans;

- Maintains written records and logs as necessary;
- May be required to update skill levels through additional education/training relating to new developments in the HVAC field;
- Other duties as directed by a higher-level HVAC Systems Technician.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices involved with the operation of large HVAC systems, auxiliary equipment and controls;
- Good knowledge of the installation, repair, maintenance, and operation of HVAC, plumbing, controls, and related systems;
- Good knowledge of methods, materials and test equipment used in the operation of large complex HVAC systems, auxiliary equipment and controls;
- Ability to read and interpret technical manuals, sketches, drawings and blueprints;
- Ability to use hand and power tools of the mechanical, plumbing and refrigeration trade;
- Ability to use diplomacy, good judgment and tact in effectively communicating with building occupants, general public, County employees and contractors;
- Ability to analyze, diagnose, troubleshoot, and problem solve technical issues;
- Ability to climb, stoop and do moderately heavy lifting;
- Mechanical aptitude;
- Ability to effectively service multiple sites and projects concurrently;
- Ability to re-prioritize workloads to accommodate schedules and other emergencies;
- Physical condition commensurate with the demands of the position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The physical and mental 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 sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation with community agencies, municipalities and throughout the organization. Internal contacts may include work with elected officials, department heads or deputies and will require professional collaboration on overlapping projects. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

Originally Created: 8/2021