



Title: HVAC/Refrigeration Mechanic

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to install, service, maintain and repair HVAC systems for city buildings, electrical wiring, equipment and fixtures; and ensure work is done in compliance of codes and regulations. This is accomplished by testing electrical components, pipes and tubing joints; repairing, reassembling and testing equipment; repairing or replacing defective equipment, components or wiring; comparing wiring diagrams; obtaining required certifications; installing and connecting thermostats; and ensuring compliance with all codes, standards and regulations. Other duties include planning wiring layouts; conducting regular inspections; and diagnosing equipment and apparatus malfunctions.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	H	Completes general electrical functions by testing circuits and components regularly; repairing and replacing defective wiring; verifying wire diagrams; installing and adjusting thermostats and timers; maintaining an electrician’s license; connecting wires to circuit breakers, transformers and other components; utilizing hand and power tools; using proper safety measures; ensuring circuit continuity; planning wiring layouts when needed; and identifying electrical hazards or defects.	50%
2	H	Performs maintenance duties on buildings and equipment by testing pipes and joints for leaks; utilizing a pressure gauge; repairing, reassembling and testing equipment; repairing and replacing defective equipment and components; inspecting and testing the HVAC system; complying to all policies, codes, standards, safety procedures and certification requirements; using a variety of hand and power tools; and identifying, diagnosing and repairing malfunctioned apparatuses, equipment and other components.	50%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years up to and including five years.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Certification & Other Requirements	Must have an EPA Type I & II Certification. The incumbent must successfully pass the City of Thibodaux Electrical Licensing Exam prior to the employee completing his/her working test period. Valid operator's license.
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OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work site
Sitting	R	desk work
Walking	F	around work site, to other departments/offices/office equipment
Lifting	F	equipment
Carrying	F	equipment, supplies
Pushing/Pulling	R	equipment
Reaching	O	for supplies
Handling	O	paperwork
Fine Dexterity	C	calibrating equipment, computer keyboard
Kneeling	O	retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	R	inside attics/pipes/ditches, under equipment
Bending	O	making repairs, retrieving items from lower shelves/ground
Twisting	N	
Climbing	O	stairs, step stool
Balancing	R	on equipment, on ladders, on step stool
Vision	F	computer screen, driving, reading
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	O	communicating with co-workers and public and on telephone
Foot Controls	N	
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Basic hand and power tools

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	N
Electrical Hazards	C
Fire Hazards	O
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	O
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	W
Extreme Temperatures	M
Noise and Vibration	W
Wetness/Humidity	M
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, boots

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) Office environment and outdoors

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Revised 3/13/2012