

The Maryland-National Capital Park and Planning Commission

TITLE: Senior HVACR Mechanic
SERIES: Equipment Repair and Operation

GRADE: T04 CODE: 5712
DATE: 3/28/02
FLSA: Non-Exempt

Class Definition

Under general supervision, performs the full range of difficult skilled heating, ventilation, air conditioning, and refrigeration (HVACR) work involving considerable responsibility, complexity, and variety. Performs related plumbing, electrical, and mechanical work in conjunction with the installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration systems and equipment at Commission buildings, structures, and property. May direct activities of other HVAC Mechanics, Trades Trainees and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trades Shop Supervisors, and Lead HVACR Mechanics. Performs other related duties as assigned.

Examples of Important Duties:

1. Plans work. Receives work orders for HVACR projects. Reads and interprets building plans, blueprints, sketches, and schematic drawings to determine equipment, materials, and methods. Inspects and troubleshoots HVACR systems for problems, damages, or necessary repairs by using appropriate testing devices. Recommends corrective action and prepares estimates. Contacts Inspectors to schedule inspections of projects.
2. Performs difficult HVACR work. Uses a variety of manual and power tools and equipment to perform major repairs and installations of all types of HVACR control systems. Installs, modifies, tests, connects, maintains, adjusts, and repairs HVACR systems and equipment of various tonnages and BTU outputs, including accessories and components. Fabricates, installs, and modifies distribution systems such as sheet metal ducts and other types of conduits, including controls and instrumentation. Checks air flow and makes adjustments.
3. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.
4. Completes required administrative paperwork and record keeping.
5. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies to job site. Loads and unloads tools, equipment, supplies, and materials. Sets up equipment and tools for safe operation at job site. Provides routine maintenance of vehicles and equipment. Takes assigned vehicles to garage for maintenance and repairs.
6. Assigns and checks work of other HVACR Mechanics, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers. Provides instructions and assists with training on proper procedures, trade methods, and safety.

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Important Worker Characteristics:

Considerable knowledge of: (1) standard HVACR practices and methods; (2) OSHA, MOSH, gas fitting, building, and fire codes; (3) local and national electrical codes; (4) all types of HVACR control systems; (5) Commission policies and procedures* and (6) hazardous materials.

Skill in operation of: (1) hand and power tools; (2) electrical and plumbing testing instruments; (3) metal fabrication equipment; (4) light construction equipment (e.g., forklift, man lift); (5) motor vehicles; and (6) appropriate office equipment.

Ability to: (1) understand and apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read and understand manuals, blueprints, sketches, and drawings; (4) complete worker orders and other work related paperwork; (5) distinguish different colors; (6) lift up to 100 pounds; (7) acquire CPR and first aid certification; and (8) work at heights.

* Developed primarily after employment.

Minimum Qualifications:

1. H.S. Diploma or GED; and
2. Completion of an approved HVACR apprentice program or four years of progressively responsible experience; and
3. Two years of experience at the journey level; or
4. An equivalent combination of education and experience totaling six years.
5. Universal CFC Certification.
6. Valid Journey HVACR License issued by appropriate local jurisdiction.
7. Valid driver's license.
8. Valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
9. Pass Commission medical examination.

Working Conditions

Indoor/outdoor, exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, fumes, and electrical shock. Must be available to work during emergencies.