

The Maryland-National Capital Park and Planning Commission

TITLE: Lead HVACR Mechanic
SERIES: Equipment Repair and Operation

GRADE: G CODE: 5713
DATE: 3/28/02
FLSA: Non-Exempt

Class Definition

Under direction, leads, coordinates, and monitors the work of other HVACR Mechanics, Trades Trainees, and Park/General Maintenance Workers who support skilled trades workers to perform the full range of skilled heating, ventilation, air conditioning, and refrigeration (HVACR) work of the highest complexity and variety. Responsibilities involve leading work efforts to construct, install, overhaul, troubleshoot, repair, and test all types of HVACR systems, associated equipment, and controls in Commission buildings, structures, and property. Performs related plumbing, electrical, and mechanical work associated with these tasks. Work is checked by Trades Shop Supervisors and Inspectors. Performs other related duties as assigned.

Examples of Important Duties:

1. Plans crew projects. Receives work orders for HVACR projects. Works with supervisors and project managers to review and interpret blueprints, mechanical drawings, sketches, and specifications to plan and lay out work assignments. Maintains safe and secure work sites. Identifies and corrects safety hazards. Identifies, labels, and follows confined space procedures.
2. Leads crew(s) on major projects. Plans, assigns, and checks work of other HVACR Mechanics, Trades Helpers, and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities with other trade crews and contractors. Inspects all work and keeps projects on schedule. Provides training and technical assistance on assignments.
3. Performs as primary evaluator and counselor for assigned personnel. Assists Trades Shop Supervisors with performance evaluations, personnel forms, and documents as prescribed by regulations, and enforces Commission rules, regulations, and policies. Manages shop projects in the absence of Trades Shop Supervisor.
4. Prepares and reviews informal bid proposals. Prepares material requisitions and estimates of tools, equipment, supplies, and materials required to complete assignments. Maintains crew and project schedules and records of expenditures, materials used, tasks completed, accidents, and injuries.
5. Coordinates preventive maintenance and inspects Commission buildings, structures, and property for damages and necessary repairs. Evaluates options brought forward by other HVACR Mechanics to determine appropriate action and prepares estimates.
6. Assigns and maintains inventory of power equipment, tools, safety equipment, and vehicles assigned to crew.

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Examples of Important Duties: (Cont'd)

7. Performs difficult HVACR work involving major repairs and installation of all types of HVACR control systems. 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.

Important Worker Characteristics:

Extensive knowledge of: (1) standard HVACR practices and methods; (2) OSHA, MOSH, gas fitting, fire and building codes; (3) local and national electrical codes; (4) all types of HVACR control systems; (5) Commission policies and procedures.* (6) confined space procedures; and (7) 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., fork lift, man lift); (5) motor vehicles; and (6) office equipment including personal computer and applicable software.

Ability to: (1) understand and apply principles to solve practical and unusual problems; (2) calculate fractions, decimals, and percentages; (3) read and understand materials, manuals, blueprints, sketches, and drawings; (4) complete work orders and other work related paperwork; (5) estimate time and materials; (6) distinguish different colors; (7) lift up to 100 pounds; (8) acquire CPR and first aid certification; (9) work at heights; and (10) lead skilled HVACR work with minimum supervision.

* 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. Four years of experience at the journey level, including two years directing the activities of other skilled HVACR Mechanics; or
4. An equivalent combination of education and experience totaling eight years.
5. Universal CFC Certification.
6. Master HVACR License issued by appropriate local jurisdiction.

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Minimum Qualifications: (Cont'd)

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.