

## The Maryland-National Capital Park and Planning Commission

TITLE: HVACR Mechanic I                      GRADE: T03                      DATE: 5/30/2019  
SERIES: Equipment Repair & Operations CODE: 2473 EEO: Skilled Craft FLSA: Non-Exempt

### Class Definition:

Under general supervision, performs skilled heating, ventilation, air conditioning, and refrigeration (HVACR) work involving moderate responsibility, complexity and variety. Works on simple projects and assists on major projects to install, modify, operate, repair, troubleshoot, and test heating, ventilation, air conditioning, and refrigeration systems and other related equipment in Commission buildings, structures, and property. Work contains elements of plumbing, electric, and mechanics. May guide activities of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Work is checked by Inspectors, Trades Shop Supervisors, Lead, and HVACR Mechanic II's. Applies knowledge of standard HVACR practices and methods, gas fitting, fire and building codes and local, national electrical codes and International Mechanical Code. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. The work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties:

1. Receives work orders for HVACR projects; reads and interprets building plans, blueprints, wiring diagrams and schematic drawings to perform routine HVACR work.
2. Uses a variety of manual and power tools to perform simple repairs or assist on major repairs and installations of HVACR systems; installs and modifies distribution systems such as sheet metal ducts and other types of conduits including controls and instrumentation. Implements unique design and materials for historic structures.
3. Troubleshoots HVACR systems by using appropriate testing devices to locate malfunctions and make repairs.
4. Assists with preparation and maintenance of records of expenditures, materials used, work schedules and tasks completed on each project including hazmat refrigerant and other required administrative paperwork.
5. Drives vehicle to carry workers and haul tools, equipment, materials, and supplies; takes vehicle to garage for maintenance and repairs. Sets up equipment and tools for safe operation at job sites; loads and unloads tools, equipment, supplies, and materials. Maintains or assists

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in maintenance of trucks, supplies, tools, equipment or materials; provides routine maintenance and repair of equipment.

6. May guide and check work of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers.
7. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers. Sets up equipment and tools safely at job sites and provides instruction on proper use and safety measures.
8. Attends training to increase knowledge, awareness and safety; attends technical classes to keep up with advances in HVACR technology.
9. Complies with Commission's practices regarding recycling and disposal.

### Important Worker Characteristics:

- A. Knowledge of: (1) standard HVACR practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), gas fitting, fire and building codes, ADA compliance; (3) local, national electrical codes and International Mechanic Code; (4) Commission policies and procedures\*; (5) hazardous materials; and (6) confined spaces.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in operation of: (1) hand and power tools; (2) electrical and plumbing testing instruments; (3) metal fabrication equipment; (4) motor vehicles; and (5) light construction equipment (e.g., forklift, man lift).
- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete work orders and other work-related paperwork; and (3) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include understand and apply principles to solve practical problems.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and interpreting building plans, blueprints, schematic drawings, and sketches to perform routine HVACR work.

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- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

### Minimum Qualifications (MQs):

1. High school diploma or Certificate of General Educational Development (GED).
2. Completion of an approved HVACR apprentice program or four (4) years of progressively responsible HVACR experience.
3. An equivalent combination of education and experience may be substituted, which together total four (4) years.
4. Valid Journey HVACR License issued by appropriate local jurisdiction.
5. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
6. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
7. Pass Commission medical examination.

### Working Conditions:

Occasionally performs works indoors and outdoors; exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, fumes, and electrical shock. Must be available to work during emergencies. Positions in this class occasionally remains in a stationary position, move about inside and outside, operate and maneuver vehicles, tools and equipment, ascend and descend ladders, position self to complete manual work, pull and use fingers to perform mechanical work, move equipment, tools and objects weighing up to 75 pounds.

### Examples of HVACR I Work:

- Preventive maintenance to HVACR Systems, cleaning coils, replacing filters, belts.
- Troubleshoots and repairs small PTACS (packaged terminal air conditioners), and systems below 5 to 10-ton cooling, residential size furnaces.
- Demos existing duct work.
- Moves thermostat and control wiring; installs new duct work and registers.
- Pulls new thermostat wires; runs new refrigeration line sets.