

The Maryland-National Capital Park and Planning Commission

TITLE: HVACR Mechanic II GRADE: T05 DATE: 3/8/2023
SERIES: Equipment Repair & Operation CODE: 2474 EEO: Skilled Craft 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, structure and property. May assign, train and check activities of other HVACR Mechanic I's, Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Applies considerable knowledge of standard HVACR practices and methods, gas fitting, building, and fire codes, local, national electrical codes, and International Mechanic Code. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of 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, 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 actions and prepares estimates. Contacts inspectors to schedule inspections of projects; implements unique designs and materials for historic structures.
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. Maintains inventory and assigns power equipment, tools, safety equipment and vehicles to crew.
4. Meets with vendors to plan work; obtains quotes. Prepares requisitions to hire vendors and monitor vendor work on site.

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5. Completes required administrative paperwork and recordkeeping; updates unit work request log. Records and updates electronic database with HVACR maintenance data and other work assignments.
6. Drives motor vehicles to carry workers and haul tools, equipment, materials, and supplies; loads and unloads tools, equipment, supplies and materials. Sets up tools and equipment; provides routine maintenance of vehicles and equipment. Takes assigned vehicles to garage for maintenance and repairs.
7. Assigns, trains and checks work of other HVACR Mechanics, Trades Apprentices, and Park/General Maintenance Workers who support skilled trades workers; provides instructions and assist with training on proper procedures, trade methods and safety.
8. 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. Provides instruction on proper use and safety measures; ensures safe and efficient work practices are followed. Checks work site for potential hazards; applies safe and effective methods of machine operation, maintenance and storage.
9. Attends training to increase knowledge, awareness and safety; attends technical classes to keep up with advances in HVACR technology.
10. Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

- A. Considerable knowledge of: (1) standard HVACR practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), gas fitting, building, and fire codes; (3) local, national electrical codes, International Mechanic Code and Americans with Disabilities Act (ADA) compliance; (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) light construction equipment (e.g., forklift, man lift); motor vehicles; (5) appropriate office equipment; and (6) energy management electronic interface devices.
- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete worker 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 understanding and applying principles to solve practical problems.

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- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information verbally so that others will understand. Examples include reading and interpreting blueprints, building plans, sketches, and schematic drawings to determine the type of equipment, materials, and methods to utilize.
- 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 experience.
3. Two (2) years of experience at the journey level.
4. An equivalent combination of education and experience may be substituted, which together total six (6) years.
5. Valid Journey HVACR License issued by appropriate local jurisdiction.
6. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses 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.
7. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
8. 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.

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Examples of HVACR II Work:

- Troubleshoots light commercial systems up to 15-ton capacity, changing compressors, motors, coils and control systems.
- Replaces HVACR Systems, including split systems, roof top handling units (RTU), boilers below 400mph.
- Uses refrigerant reclaiming equipment to recover Freon gas.
- Makes new duct work as per plans, replaces air conditioning pads for equipment.
- Reinstalls and connects equipment.
- Re-charges system, uses meter and tests system for proper operation to breaker panel.
- Programs thermostats.