

## The Maryland-National Capital Park and Planning Commission

TITLE: HVACR Mechanic III                      GRADE: 20                      DATE: 5/30/2019  
SERIES: Equipment Repair & Operation      CODE:2475      EEO: Skilled Craft      FLSA: Non-Exempt

### Class Definition:

Under direction, leads, coordinates, and monitors the work of other HVACR Mechanics. Additionally, may direct, lead, coordinate or monitor the work of Trades Apprentices 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. Applies extensive knowledge of standard HVACR practices and methods, gas fitting, building, and fire codes, local, national electrical codes, and the International Mechanic Code. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

### 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.
2. Leads crew(s) on projects; plans, assigns and checks work of other HVACR Mechanics, Trades Trainees and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities from beginning to end of projects; inspects all work and keeps repair/maintenance projects on schedule. Provides training and technical assistance on assignments.
3. 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; conducts unique and complex installations.

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4. Performs as primary evaluator and provides guidance for assigned personnel; assists Trade Shop Supervisors with performance evaluations, personnel forms and documents as prescribed by regulations and enforce Commission rules, regulations, and policies. Manages shop projects in absence of Trades Shop Supervisor.
5. Prepares and reviews informal bid proposals; prepares material requisitions and estimates of tools, equipment, supplies and materials required to complete assignments and record expenditures.
6. Coordinates regular preventive maintenance inspections on Commission buildings, structures and property for damages and necessary repairs. Completes required administrative paperwork and recordkeeping; maintains electronic repair records information system. Maintains crew and project schedules and records of materials used, tasks completed, accidents and injuries; records and updates electronic database with HVACR maintenance data and other work assignments.
7. Assigns and maintains inventory of power equipment, tools, safety equipment and vehicles assigned to crew. Obtains quotes, makes purchases and checks invoices to ensure materials are received and delivered.
8. 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; test drives vehicles and equipment.
9. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical Americans with Disabilities (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. Identifies, labels and follows confined space procedures.
10. Attends training to increase knowledge, awareness and safety; attends technical classes to keep up with advances in HVACR technology.
11. Complies with Commission's practices regarding recycling and disposal.

### Important Worker Characteristics:

- A. Extensive 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 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.*

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- 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; (3) lead skilled HVACR work with minimum supervision; and (4) 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; performing difficult HVACR work involving major repairs and installation of all types of HVACR control systems.
- 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 understanding manuals, blueprints, sketches, construction plans and drawings.
- 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. Four (4) years of experience at the journey level including two (2) years of experience directing the activities of other skilled HVACR Mechanics.
4. An equivalent combination of education and experience may be substituted, which together total eight (8) years.
5. Master HVACR License issued by appropriate local jurisdiction.
6. 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.
7. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required.

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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.

### Examples of HVACR III Work:

- Identifies equipment that needs replacement and specifies appropriate replacement equipment.
- Troubleshoots and repairs more complicated building automated control systems, for commercial buildings.
- Identifies airflow issues and comes up with resolutions.
- Oversees boiler replacements and commercial rooftop equipment up to 50-ton cooling.
- Completes a heat load calculation to size HVACR equipment.
- Leads, coordinates and monitors workers who perform skilled HVACR work.