



# HVAC Mechanic

## Job Description

Department: Public Works  
Position: Career Service  
Starting Step: 35, Table 14  
Supervisory: No  
Reports to: Maintenance Supervisor

### Summary

Under general direction of the, installs, repairs, and maintains County refrigeration, air conditioning, heating and air handling, commercial cooking equipment, and temperature control system.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Use the Temperature Control System to monitor condition of various equipment in County buildings.
2. Install and service computerized energy and temperature management equipment and all control systems used in County buildings.
3. Service all problems associated with temperature control.
4. Maintain all County equipment related to refrigeration, heating, and air conditioning.
5. Perform preventive maintenance on a scheduled basis and conduct seasonal startups and servicing of various equipment including chillers, water towers, pumps, and heating equipment.
6. Maintain clean filters and coils in all units.
7. Install equipment related to refrigeration, temperature controls, heating, and air conditioning.
8. Assist maintenance crew in areas of electrical, carpentry, and plumbing.
9. Transport equipment between job sites.
10. Respond to emergency situations on an on-call basis as assigned and to temperature control problems as needed.

### Knowledge, Skills, and Abilities

Knowledge of electrical applications and methods

Knowledge of temperature control practices and procedures

Knowledge of indoor air quality issues and solutions

Skilled in mechanical applications

Skilled in reading, writing, and basic math

Skilled in analytical problem solving

Skilled in using hand and power tools

Skilled in basic computer programs

For Office Use Only

Class Code: 7004

Class Title: HVAC Mechanic

FLSA: Non-Exempt

Effective Date: 7/8/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

Ability to program and trouble shoot computerized building control systems  
Ability to maintain cooperative relationships with those contacted in the course of work activities  
Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. This role requires the use of protective devices such as masks, goggles, and gloves. Incumbent may be exposed to possible bodily injury from electrocution. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually very noisy. This job requires the regular operation of a motor vehicle.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 - 80 pounds.

### **Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. Completed formal education or training such as an associate's degree or an apprenticeship related to Heating, Air Conditioning, and/or Ventilation
2. Four (4) years of work experience performing HVAC activities or a Journeyman HVAC License and two (2) years of work experience performing HVAC activities

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**Additional Eligibility Qualifications**

1. Applicants must possess a Universal EPA Refrigerant Certification and a Utah State Natural Gas Certification
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
3. Selected applicants must obtain forklift certification during the probation or trial period
4. Selected applicants may be subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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