

## Housing Authority of City of Milwaukee

### CLASS SPECIFICATION TITLE: Heating and Ventilation Mechanic

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	3	Non-Exempt	Maintenance Operations	Maintenance Operations

**CLASS SUMMARY:**

This position is responsible for maintaining, repairing, and replacing heating, ventilation, and other equipment and systems in an assigned area for HACM owned properties

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Repairs and replaces heating, ventilation, and air conditioning equipment.
2.	Performs preventative maintenance tasks on heating, ventilation, and air conditioning equipment.
3.	Maintains, repairs, and/or replaces machinery, blowers, fixtures, doors, appliances, and other equipment.
4.	Troubleshoots equipment to determine repair needs.
5.	Performs other duties of a similar nature or level.

**TRAINING AND EXPERIENCE** (positions in this class typically require):

High School Diploma or equivalent (G.E.D.); 2-4 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- Valid Wisconsin Driver License

**KNOWLEDGE** (position requirements at entry):

Knowledge of:

- HVAC processes and procedures;
- Safety and security procedures;
- Federal, state, and local laws, rules, and regulations;
- HVAC repair techniques;
- Related tools, equipment, and materials;
- Techniques of repairing various equipment.

**Independent Judgment/Decision Making/Problem Solving:**

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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### **SKILLS** (position requirements at entry):

Skill in:

- Repairing HVAC and other equipment;
- Using tools, equipment, and materials;
- Performing preventative maintenance;
- Determining equipment repair needs;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, and others sufficient to exchange or convey information and to receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, intense noise, extreme temperatures, inadequate lighting, restricted movement, and environmental threats.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **SIGNATURES:**

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
SUPERVISOR