

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Senior Heating & Ventilation Mechanic

<u>AND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	4	Non-Exempt	Maintenance Operations	Maintenance Manager

CLASS SUMMARY:

This position is responsible for performing advanced maintenance, repair, inspection, and replacement of a wide range of equipment and systems.

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

1.	Operate, maintain, repair and replace HVAC equipment including air handling units, cooling towers, chillers, boilers and roof-top unit.
2.	Operate and maintain related electronic motors, starters, wiring fuses, protective devices and controls.
3.	Monitor and operate building automation systems to control complex heating and cooling systems at efficient levels.
4.	Provide general repair and maintenance of mechanical, electrical and electronic controls.
5.	Maintain, repair and replace components in plumbing systems, such as pumps, valves, piping, filtration equipment and controls for hot water systems.
6.	Assist with continued development of preventative maintenance program.
7.	Work productively in both on-demand and preventative maintenance work environments.
8.	Brazing and soldering of components as required to keep all facility systems working well.
9.	Attend assigned training sessions, workshops, labs and in-house coursework to stay current with job duties.
10.	Respond immediately to building maintenance emergencies.
11.	Willingness to be on-call after hours for emergency service requests.

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

Associate degree or equivalent in HVAC field (installation and repair of HVAC equipment) from an accredited college or university and/or 3-5 years experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems in commercial buildings; equivalent combinations of education and experience may be considered; 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:

- Chlorofluorocarbon (CFC) certification from Federal Environmental Protection Agency (EPA).
- Valid driver's license at time of appointment and throughout employment.

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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Building and mechanical preventative maintenance programs.
- Operation of heating, cooling and ventilating equipment.
- Reciprocating compressors, chillers, electrical and electronic controls.
- Building automation systems and related controls.
- Dealing with a wide variety of environmental conditions in the work place (indoor and outdoor).
- Safety and work procedures;
- Applicable federal, state, and local laws, rules, and regulations;
- Related tools, equipment, and materials.

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.

SKILLS (position requirements at entry):

Skill in:

- Repairing HVAC and other equipment, controls, and systems;
- Using tools, equipment, and materials;
- Determining equipment repair needs;
- Inspecting building systems;
- Preparing reports;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.
- Ability to use a computer to work on spreadsheets, create word documents and process email messages.
- Ability to operate, program and work with computer software utilized for facilities management.
- Ability to mechanically operate and understand various HVAC equipment, pneumatic and electric/electrical controls and compressors.
- Ability to read and interpret blueprints, plans, technical specifications and sequence of operations.
- Ability to tolerate a variety of fumes, odors and gases produced by various equipment and/or chemicals.
- Ability to apply basic troubleshooting techniques in the field and resolve problems efficiently and independently.
- Ability to work from ladders and scaffolding.

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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