

City of Vicksburg Job Description

Job Title: HVAC Maintenance

Department: Building & Maintenance

Reports To: Director

FLSA Status: No

Amended by: VGL, 4/2018 – FGS, 6/2020

Approved by Antoinette Bradley, April 24, 2018

Approved by Fermika Smith, June 19, 2020

Summary Install, service and repair heating and air conditioning systems by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Install, service and repair environmental control system in office and commercial buildings.

Utilize knowledge of refrigeration, pipefitting and structural layouts.

Test electrical circuits and components for continuity using electrical test equipment.

Reassemble and test equipment following repairs.

Test pipe or tubing and connections for leaks using pressure gauge or soap and water solutions.

Adjust system controls to setting recommended by manufacturer to balance system.

Layout and connect electrical wiring between controls and equipment according to wiring diagram.

Install auxiliary components to heating and cooling equipment such as expansion and discharge valves, air ducts, pipes, blowers, dampers, flues and stokers following blueprints.

Fabricate, assemble and install ductwork and chassis parts. Using hand tools and welding equipment.

Wrap pipe in insulation securing it in place with cement or wire bands.

Assemble, position and mount heating or cooling equipment following blueprints.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or General Education Degree (G.E.D) is preferred. Must possess an HVAC Certification with at least five to ten years' experience in HVAC.

Language Skills

Must have basic language skills.

Mathematical Skills

Must have basic mathematical skills, including the ability to read blueprints, convert numbers and use a measuring tape.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Basic skills are needed for this position.

Certificates, Licenses, Registrations

Must have a valid driver's license.

Other Skills and Abilities

Must be a skilled HVAC technician. Additional experience with painting, plumbing and basic electrician work preferred.

Other Qualifications

Overtime, alternative work schedules, and on-call status may be assigned if needed.

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

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to work in confined spaces.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is frequently exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually loud.