

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: HVAC MECHANIC  
CLASS CODE: 7004

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 7/10/2013 (Revised 4/16/08 version)  
DEPARTMENT: PUBLIC WORKS

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## **JOB SUMMARY**

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

## **CLASS CHARACTERISTICS**

This is the journey classification level for skilled HVAC activities.

## **ESSENTIAL FUNCTIONS**

Uses the Temperature Control System to monitor condition of various equipment in County buildings.  
Installs and services computerized energy and temperature management equipment and all control systems used in County buildings.  
Services all problems associated with temperature control.  
Maintains all County equipment related to refrigeration, heating, and air conditioning.  
Performs preventive maintenance on a scheduled basis and conducts seasonal startups and servicing of various equipment including chillers, water towers, pumps, and heating equipment.  
Maintains clean filters and coils in all units.  
Installs equipment related to refrigeration, temperature controls, heating, and air conditioning.  
Assists maintenance crew in areas of electrical, carpentry, and plumbing.  
Transports equipment between job sites.  
Responds to emergency situations on an on-call basis as assigned and to temperature control problems as needed.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in reading, writing, and basic math; Skill in analytical problem solving; Skill in mechanical applications; Knowledge of electrical applications and methods; Skill in using hand and power tools; Skill in basic computer programs; Ability to coordinate multiple tasks efficiently; and Knowledge of temperature control practices and procedures; ability to program and trouble shoot computerized building control systems. Knowledge of indoor air quality issues and solutions.

## **PHYSICAL DEMANDS**

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

## **HVAC MECHANIC**

**Amended 7/10/2013**

**page 2**

### **WORKING CONDITIONS**

Work is performed in environmentally controlled and in partially environmentally controlled buildings; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to possible bodily injury from electrocution.

### **EDUCATION AND EXPERIENCE**

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

### **LICENSING AND CERTIFICATION**

Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Applicants must possess a Universal EPA Refrigerant Certification and a Utah State Natural Gas Certification.