

Job Specification

HEATING AND AIR CONDITIONING MECHANIC

DEFINITION:

Under direction, maintains and repairs heating, ventilating, and air conditioning equipment; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Maintains, repairs, assembles, and installs condensers, compressors, motors, heat exchangers, heat pumps, stationary boilers, cooling towers, and other units of heating, ventilating, and air conditioning equipment.

Assembles and connects pipes and ducts used in piping refrigerants, steam, hot water, and warm or conditioned air.

Overhauls and repairs pumps, compressors, controls, piping, ducts, and other equipment used in heating, ventilating, and air conditioning systems.

Calibrates thermostats.

Checks the operation of the water cooling tower and drains water lines when switching from air conditioning to heating.

Keeps records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Three (3) years of experience in work involving the maintenance and repair of heating, ventilating, and air conditioning equipment.

LICENSE:

Appointees will be required to possess a valid Air Conditioning and Refrigeration Technician Certification of the appropriate level, commensurate with the type of equipment serviced, issued under the authority of the Federal Environmental protection Agency.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of principles and theories of refrigeration cycles and temperature measurement.

Knowledge of the concentration and operation of a variety of refrigeration units systems.

Knowledge of standard tools, materials, methods, and practices involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.

Knowledge of occupational hazards and safety precautions involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.

Ability to organize assigned work and develop effective work methods.

Ability to take needed safety precautions in performing the work.

Ability to take care of tools, equipment, materials, and supplies.

Ability to keep records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.