



## HVAC MECHANIC / REFRIGERATION TECHNICIAN

### SUMMARY:

Perform preventative maintenance and repairs to the HVAC equipment. Perform regular and routine inspection, troubleshoot, and diagnose HVAC equipment and system related malfunctions in accordance with standard operation and maintenance procedures and policies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The building Superintendent or his designee may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

- Regularly monitor the operation of the facility through the combined use of any computerized Building Management Systems provided and by frequent physical inspection. Identify and correct any operational abnormalities involving temperature, flow, humidity, pressure, emissions, odors, noises, and ventilation to ensure maximum occupant comfort levels and operational efficiency.
- Perform routine area cleaning, housekeeping in designated mechanical area's filter changes and adjustment / calibration of all HVAC equipment.
- Use schematics, blueprints, O&M literature, or other design specification information as required.
- Troubleshoot and repair HVAC equipment. Complete and document repairs as needed in an effective, timely, and efficient manner
- Monitor the critical alarms via the Building Maintenance System. Responds and takes necessary corrective action to mitigate and restore normal operation in a timely and effective manner.
- Perform all work in accordance with safety procedures including completion of repairs in tandem with other Trades personnel.
- Assist Engineering & Maintenance staff in the completion of their required duties typically involving the operation, installation, repair, and / or maintenance of Building and Physical Plant systems and equipment.

### EDUCATION/ EXPERIENCE:

One year certificate from college or technical school which includes training in a least two of the following: fundamentals of air conditioning, air conditioning controls, digital controls, and variable volume controls, possess knowledge and experience in the use and operation of computerized Building Maintenance System (BMS), at least 5 years related experience in the HVAC field and a **State of Massachusetts Refrigeration License is preferred.**

**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 frequently required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50

pounds, and occasionally 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.

**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 risk of electrical shock. The employee is frequently exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee is occasionally exposed to outside weather conditions and vibration. The noise level in the work environment is usually loud.

Other Requirements: The ability to travel away from home for a few days at a time may be necessary

**WORK SCHEDULE:** Due to the nature of this work, this department operates 7 days per week 24 hours per day. The employee typically works a fixed or rotating shift consisting of days, nights, weekends and holidays based on the needs of the department. The ability to work a flexible schedule including early mornings, late evenings, weekends and holidays are required.

**DRESS CODE:** In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees, (uniforms are supplied)

To apply online please go to <https://home.eease.adp.com/recruit/?id=9771411>