



SYSTEMS MECHANIC

SCOPE OF WORK:

Work involves the installation, maintenance and repair of heating, ventilating, air conditioning and refrigeration (HVAC&R) systems following applicable standards and specifications.

DUTIES PERFORMED AT ALL LEVELS:

- Repair, adjust, service and maintain heating, ventilating, air conditioning, and refrigeration (HVAC&R) equipment and controls.
- Operate and maintain automated systems and power plant equipment.
- Follow blueprints, schematics, or other design specifications in installation of HVAC&R equipment.
- Operate equipment, tools and diagnostic testing devices.
- Maintain records on repair work completed.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SYSTEMS MECHANIC I

8261

GRADE G

LEVEL DEFINITION:

Individuals at this level perform routine work in the maintenance and repair of HVAC&R systems and/or power plant equipment. Work is performed under close supervision of a higher level Systems Mechanic or Physical Plant Director.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED.

SYSTEMS MECHANIC II

8262

GRADE I*

LEVEL DEFINITION:

Individuals at this level perform work independently and are considered journey level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Inspect, adjust and repair problems.
- Conduct operational tests within the applicable system.
- Diagnose problems through building automation systems, provide corrective recommendations and estimated cost.
- Maintain detailed maintenance records.
- May assist with other trades as needed.
- May supervise HVAC&R related activities of other trade or maintenance workers.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and three years of work experience in the maintenance and repair of heating plant equipment, heating and ventilation equipment, or air conditioning systems. College coursework in a field related to position responsibilities may substitute for the work experience on a year-for-year basis. The hiring authority may require specialized certification or license.

SYSTEMS MECHANIC III

8263

GRADE J*

LEVEL DEFINITION:

Individuals at this level perform supervisory activities in the installation, testing, measurements, adjustments, repair and maintenance of HVAC&R systems and/or power plant systems.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Supervise HVAC&R related activities of other trade or maintenance workers.
- Plan, assign, and review work performed by others.
- Establish systems and equipment inspection procedures and evaluate inspection findings.
- Create service and repair procedures.
- Institute HVAC&R systems and equipment operating instructions to include starting and stopping procedures, adjustment and regulation, and seasonal changeover procedures.
- Oversee and perform installation and modifications, repairs, and operational tests.
- Inspect projects and work for compliance with plans and specifications.
- Analyze requests for systems work to be done, recommend appropriate system, and select proper equipment and materials.
- Prepare estimates for systems installation, overhaul or repair.
- Coordinate work with other trades and management.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and four years of journey level work experience in the installation, maintenance and repair of HVAC&R systems and heating plant systems. One year of experience must have been in a supervisory capacity. The hiring authority may require specialized certification or license.

Eff. Date: 07/76

Rev: 05/95 – Updated to current format

Rev: 11/05 – Reviewed pay grade exception and class evaluation. Updated to current format * Denotes pay grade exception

Rev: 07/12 – Conversion to Hay System; Removed Pay Grade Exception (I level only; II & III level remain pay grade exceptions)

Rev: 02/14 – Revised level definition, duties and minimum qualifications of levels II and III. Job Evaluation Committee evaluated factoring. Level II & III level remain pay grade exceptions