

MAINTENANCE MECHANIC - AIR CONDITIONING AND HEATING

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs a wide variety of maintenance work in connection with mechanical and/or automated air-conditioning and heating systems. Work assignments are initiated by written work orders or oral instructions and are checked upon completion with only occasional supervision during the course of the job. May oversee lower level maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates, maintains and repairs mechanical and/or automated heating and air-conditioning systems and related auxiliary equipment;

Inspects, adjusts, calibrates and maintains automatic, electronic, pneumatic and mechanical temperature controls and other control devices;

Performs periodic changeovers to standby units;

Repairs condensers, compressors, motors, and controls;

Repairs pipes and ducts;

Performs emergency repairs and consults with the supervisor on the overall operations;

Instructs personnel in operation and maintenance of equipment;

Creates and maintains preventive maintenance schedules and maintains logs of activities associated with the equipment;

Performs other maintenance duties when not assigned to the heating or air conditioning systems;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of operation, maintenance, and repair techniques necessary for the efficient operation of automated heating and air conditioning systems and their auxiliary equipment; ability to use computer application software associated with automated heating and cooling systems; thorough knowledge of the safety precautions of the trade; ability to act quickly and efficiently in the event of mechanical failure; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position ability to follow oral and written instructions and maintain intelligible and meaningful records; ability to impart mechanical knowledge to others and coordinate efforts with other employees; ability to multi- task and operate in a highly active work environment; strong organizational skills; physical strength and ability to perform manual labor in the operation and maintenance of heating and air conditioning equipment when required; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience where the primary function of the position was maintenance of mechanical and automated air conditioning and/or heating equipment; or (b) eight (8) years of work experience as defined in (a.)

SUBSTITUTION: Satisfactory completion of up to two (2) years of post-high school coursework in air conditioning and heating maintenance may be substituted on a year for year basis for up to two (2) years of the specialized work experience.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.