



County of Berks Position Description Form

Position Title:	<u>HVAC/Refrigeration Mechanic</u>		
Department:	<u>Facilities and Operations</u>	Reports To: (Title)	<u>Facilities Manager</u>
Effective Date:	<u>05/09/2019</u>	Revision Date:	<u>09/17/2019 10/17/2019</u>
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	<u>Service & maintenance</u>	Union Classification:	<u>AFSCME</u>

POSITION SUMMARY:

This position is responsible for the performance of all HVAC/Refrigeration maintenance and repair tasks to keep all systems and equipment in good operating condition.

POSITION RESPONSIBILITIES:

1. Ensures that all automated control programs are operating correctly in all county facilities where they are installed and operable.
2. Ensures that all building temperatures, security and fire systems are functioning properly and up to code requirements.
3. Performs any necessary repairs/replacements to HVAC/Refrigeration equipment.
4. Performs operational checks and preventative maintenance on all Heating Ventilation and Air Conditioning/Refrigeration equipment and tools.

MINIMUM EDUCATION AND EXPERIENCE:

- Completion of an accredited trades training program in HVAC/Refrigeration required.
- Five (5) years minimum of experience in HVAC/Refrigeration.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of computerized building controls such as Johnson Controls, NRG, and Honeywell.
- Ability to interact with all employees at various County facilities.
- Ability to trouble-shoot and correct any problems.
- Ability to make necessary repairs to any equipment.
- Ability to perform regular preventative maintenance and operational checks of equipment.
- Ability to thrive in a stressful, fast-paced team environment.
- Physical presence on-site is required.

PHYSICAL DEMANDS:

- Ability to lift 50 lbs., bend, stoop, climb, and reach may be required multiple times daily.
- Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms.
- Ability to sit and stand for extended periods is expected. Dirty conditions, temperature extremes (steam 150°+ to wind chill -10°), high noise levels, and extreme weather conditions may be experienced.
- Able to work extended shift(s) during a Facilities Emergency.
- The incumbent must be able to operate a County vehicle (automobile or truck).

WORKING ENVIRONMENT:

- Work is frequently performed around hazardous machinery and can involve some threat to personal safety if safety standards are not observed.
- Work is frequently performed in inclement weather. Work involves responding to emergencies on call, especially during periods of snow.
- Able to work with minimal supervision.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.