

HVAC MECHANIC/RHA

DISTINGUISHING FEATURES OF THE CLASS: This employee is a skilled worker with responsibility for the installation, service, repair, and maintenance of residential furnace and boiler systems; including all components related to the equipment, i.e. gas, electric, and venting. The work of HVAC Mechanics differs from other HVAC titles in that it does not require Stationary or Refrigeration Engineer licensing. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

Constructs, maintains and repairs residential air distribution equipment, control devices, etc., for air conditioning, heating, ventilation, exhaust, heat recovery and fresh air systems;
Inspects, tests, diagnoses trouble and dismantles malfunctioning systems and components;
Performs seasonal start-up and shut-down operations on HVAC units and systems to insure efficient operation and to prevent freeze-ups;
Mounts compressors, condensers or other new replacement equipment;
Installs, maintains, cleans, and repairs residential furnaces, boilers, and related equipment;
Operates power equipment, hand tools, brazing equipment and testing equipment as required;
Services and repairs mechanical equipment such as blowers, fans, and exchangers;
Conducts and tracks inspections for preventative maintenance, performs repetitive repairs, and follow-up repairs from the inspections, when needed;
Plans and lays out work;
Measures, estimates, and requests materials and supplies required;
Overhauls compressors, pumps and electric motors, replacing parts as necessary;
Overhauls and replaces control devices, calibrating and recalibrating them as required;
Finds solutions to heating service problems;
Reads and interprets blue prints, specifications or written orders to determine nature of work required;
Installs, repairs and maintains louvers, filters, fans, ductwork, dampers, damper operators and linkage: cabinets, air supply, return and exhaust devices, distribution boxes, etc., including controls;
Installs, repairs and maintains sheet metal flashing, metal trim, copings and similar sheet metal construction;
Insulates ductwork and air handling cabinets and equipment as required;
May perform related tasks and may assist other craftsmen on repair or installation projects.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of venting code, metal chimney installations, principles of refrigeration, electrical wiring, principles of combustion;
Knowledge of the common practices, tools, terminology, and safety precautions of heating, venting and air conditioning (HVAC);
Knowledge of safety practices and relevant accident prevention methods;
Skill installing and maintaining residential heating equipment: furnaces, boilers, flexible and rigid gas piping;
Ability to follow oral and written instructions such as equipment manuals and related materials and reports;
Ability to lift loads weighing approximately 50 pounds;
Ability to relate well with co-workers on a team and with tenant residents;
Physical ability and dexterity sufficient to handle tools and perform all required repair and maintenance tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

All entry level KSA's **PLUS:**

Knowledge of RHA policies and procedures;

Possession of EPA Refrigerant Transition and Recovery Certification.

MINIMUM QUALIFICATIONS:

I. High school diploma or G.E.D. **AND** three (3) years full time experience installing and repairing heating equipment and related HVAC equipment;

OR

II. Completion of one year of specialized training in heating and air conditioning and two (2) years of experience in HVAC mechanics.

SPECIAL REQUIREMENT:

Valid NYS Class D license at time of appointment. This licensure must be maintained throughout employment in this position.

Environmental Protection Agency (EPA) Refrigerant Transition and Recovery Certification within one (1) year of appointment.

ADOPTED: JULY 6, 2004