

LEAD HVAC ENGINEER/RHA

DISTINGUISHING FEATURES OF THE CLASS: These employees are skilled, lead workers performing repairs and maintenance to a wide range of heating, refrigerating, ventilating, and air conditioning systems in RHA buildings and facilities. Lead HVAC Engineers supervises and assigns work to Assistant HVAC Engineers HVAC Mechanics and Sr. Inspector Mechanics on a daily basis and, regularly reviews in-progress and completed work. Members of this class are distinguished from HVAC Engineers because of their lead worker duties, their ability to perform the most complex work, and the level of licensure required. Work is performed independently under general supervision of the Chief Engineer. This employee is required to respond to emergencies during unassigned hours. Most work is performed indoors, often in tight spaces. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

- Installs, operates, and performs general and complex repairs to a wide variety of heating, refrigerating, ventilating, air conditioning, swimming pool, and ice rink equipment;
- Assists and trains less experienced employees in complex HVAC work;
- Performs all required preventive maintenance: lubrication, changing belts and filters, etc.;
- Determines requirements for specific jobs: materials, personnel, tools, equipment, and length of time necessary to complete a job;
- Assigns and inspects work of subordinates, ensures necessary safety precautions are taken, co-ordinates workers in the completion of each work assignment, and sets daily priorities;
- Writes maintenance work orders and describes tasks performed, hours required, and parts costs;
- Enforces employee work rules and department safety policies;
- Issues discipline, conducts employee probationary evaluations, performance appraisals, goal setting and recommends other personnel actions;
- Oversees contracts with outside contractors to ensure all provisions of the contract are completed;
- Recommends and implements energy conservation measures for HVAC systems;
- Keeps operating logs for all HVAC equipment under employee's charge and reviews subordinates' logs for accuracy and to identify possible or potential problems;
- Coordinates work with other RHA staff involved in the renovation and construction of buildings;
- Operates, maintains, and monitors building automation systems;
- Monitor and maintain emergency generators located at RHA facilities by performing weekly checks to assure operational integrity;
- Drives RHA vehicle to work locations;
- Keeps up-to-date with current technology and potential changes in the HVAC field.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of different types of HVAC systems and their components, such as electrical, refrigeration, boilers, and heat pumps;
- Knowledge of appropriate HVAC formulas and their applications;
- Knowledge of correct installation, preventive maintenance, and servicing of HVAC equipment;
- Knowledge of general safety practices, accident prevention methods, and hazardous conditions and materials associated with HVAC work;
- Knowledge of building automation systems as it relates to heating and air conditioning;
- Knowledge of chemicals and chemical treatments associated with fluids in HVAC systems and swimming pools;
- Knowledge of current EPA recovery procedures on air conditioning and refrigeration systems;
- Ability to apply information from service manuals and other sources to present systems, installation problems, future servicing, etc.;

ENTRY LEVEL KNOWLEDGES, SKILLS, AND ABILITIES (cont'd.)

- Ability to discuss specifications and other concerns about HVAC systems and components with vendors;
- Ability to do contract oversight;
- Ability to use a personal computer;
- Ability to be the on-sight lead worker and be small detail oriented;
- Ability to identify servicing needs and provide oral and written descriptions of problems;
- Ability to read and interpret warranty specifications, blueprints, installation manuals, maintenance manuals, writing and piping schematics, flyers and technical books;
- Ability to add, subtract, multiply and divide;
- Ability to deal with subordinates and other employees using tact and diplomacy;
- Ability to train less experienced workers in HVAC repairs, maintenance, and operation;
- Ability to enforce employee work rules and safe and appropriate work procedures;
- Ability to write basic memos and incident reports and to keep accurate records of numerical data;
- Ability to lift loads up to 50 pounds;
- Ability to be flexible in work environments and perform compressor rebuilding to working at a desk;
- Ability to work in tight spaces, climb ladders, operate and work from various lifts, and perform HVAC work on rooftop locations;
- Ability to test and perform preventive maintenance on generators;
- 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 applicable bureau and division policies, procedures and priorities;
- Knowledge of employee work rules and safety policies;
- Knowledge of operation and service requirements for assigned equipment;
- Knowledge of priorities needed to complete projects;
- Knowledge of EPA Regulation 608 of the Clean Air Act;
- Knowledge of other City work units.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent.:

Four (4) years of experience with high pressure steam and/or refrigeration equipment, one (1) year of which must involve operating the equipment, and two (2) years of which must involve installation, maintenance, and repair.

SPECIAL REQUIREMENTS:

1. Possession of a *City of Rochester R-3 Refrigeration Engineer's License AND * City of Rochester First Class Stationary Engineer's License at time of application.
2. Possession of an EPA Recovery Universal Certificate at time of application.
3. Possession of a Class D New York State Motor Vehicle Operator's license at time of appointment, which must be maintained throughout tenure in this title.

*Application for the R-3 Refrigeration Engineer's and the First Class Stationary Engineer's licenses may be made through the Permits Office, Department of Community Development, City of Rochester. Licenses from other jurisdictions may not be substituted for City of Rochester Licensing.

ADOPTED: AUGUST 9, 1985

REVISED: JUNE 3, 1993

REVISED: FEBRUARY 7, 2008