



Job Description

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| TITLE: HVAC/Refrigeration Mechanic | JOB CODE: 5415 |
| DEPARTMENT: Parks and Facilities | FLSA: Non-Exempt |
| PREPARED: September 16, 2009 | FLSA CLASS: Labor/Trade |
| UPDATED: March 29, 2022 | WORK LOCATION: Farmington, NM |
| | REMOTE WORK ELIGIBLE: NO |

Summary: Under general supervision of the Building & Grounds Manager, performs a wide variety of duties associated with all phases of HVAC/Refrigeration system including installation; preventative maintenance; cleaning, repair, modification, adjustment, and lubrication of heating, ventilation, and restaurant systems and associated equipment and fixtures. Must be able to work independently with minimal supervision and work collectively with others in support of the overall maintenance function throughout the county. The HVAC/Refrigeration Mechanic ensures optimal operation of system, temperature control, and air quality; works in support of McGee Park functions.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Repairs and maintains the heating and air conditioning systems; performs routine preventative maintenance and service to ensure proper operations; tests systems to prepare for seasonal changes; replaces belts, fittings and other components to maintain proper operations.
- Installs new heating and air conditioning as necessary; installs and programs electronic controls to monitor and regulate systems; makes programming changes to maintain proper temperatures.
- Tests, troubleshoots, diagnoses and corrects mechanical problems to ensure systems remain operational to applicable codes and design standards.
- Repairs and maintains structures and equipment at County facilities; performs a variety of repair and maintenance tasks, including the repair/replacement of plumbing, fixtures, painting, repairs woodwork and/or flooring, construction, welding and fabricating and concrete work.
- Estimates time, materials and equipment required for assigned jobs; maintains work orders for work performed and materials used.
- Performs routine maintenance on motors, electrical problems, carpentry, plumbing, heating, air conditioning, boilers, and other related mechanical equipment.
- Performs maintenance using hand and power tools.
- Operates a wide range of vehicles and motorized equipment, including backhoe, water truck, bobcat and forklift.
- Works in support of McGee Park functions, which includes setting up, tearing down and cleaning up for and after events, working arenas and some custodial functions.
- Works independently in the performance of the day to day inspection and maintenance of a specific building or group of buildings.
- May supervise community service workers and inmate laborers.
- Responds to emergency calls for service.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of installation, service, and repair of HVAC/Refrigeration systems for residential and commercial use.
- Knowledge of electrical and mechanical tools and equipment used to test and diagnose.
- Knowledge of the principles and operations of HVAC systems, including mechanical and electrical elements, airflow requirements, and refrigeration; comply with applicable codes and design standards.

Job Description

HVAC / Refrigeration Mechanic

- Knowledge of all phases of building maintenance including motors, basic electrical repair, carpentry, plumbing, heating, air conditioning, boilers and all other related mechanical equipment.
- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge of occupational hazards and safety rules and regulations.
- Knowledge of County policies and procedures.
- Skill in installing, maintaining, and repairing HVAC systems.
- Skill in inspecting and repairing mechanical and electrical equipment; safe use of mechanical and electrical tools.
- Skill in performing general building maintenance and repairs.
- Skill in reading and interpreting documents such as blueprints and schematics.
- Skill in following written and oral instructions.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.
- Skill in establishing and maintaining effective working relationships with co-workers and the public.
- Skill in working independently and as a team member.

Education and Experience

- High School Diploma or G.E.D. equivalent and three (3) years of relevant experience as a journeyman HVAC technician accomplishing repair in commercial and/or industrial buildings preferred; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor environment; frequently exposed to wet and humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; and extreme heat. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is sometimes very loud.
- Full-time work hours for this position may consist of nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling are a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes various medium and heavy motorized vehicles and equipment, hand and power tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____