



HVAC-R Mechanic III

Job Description

Department: Public Works
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Maintenance Supervisor

Summary

Under minimal supervision and as a subject matter expert, performs expert-level installations, repairs, and maintenance on heating, ventilation, air conditioning, and refrigeration (HVAC-R) systems in Utah County facilities, including boilers, chillers, and kitchen equipment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Monitor conditions of various HVAC-R equipment and troubleshoot the most complex issues; utilize the Building Automation System (BAS).
2. Oversee planning and execution of major HVAC-R projects.
3. Oversee and perform new installations of mechanical equipment and boilers.
4. Provide expert-level troubleshooting and repair of HVAC-R systems and equipment.
5. Inspect, repair, and replace HVAC-R systems, including ductwork, dampers, and air distribution equipment.
6. Develop and implement HVAC-R maintenance programs in accordance with County standards.
7. Mentor and train HVAC-R I, II, and facilities maintenance staff; assist with ongoing professional development.
8. Evaluate new HVAC-R technologies and recommend upgrades.
9. Ensure compliance with safety and industry regulations and standards.
10. Ensure safe and proper operation of boilers in compliance with insurance requirements; participate in annual inspections.
11. Perform combustion analysis on suspect burners to maximize energy efficiency.
12. Collaborate with facilities management on budgeting and resource allocation for HVAC-R projects.
13. Serve as a subject matter expert in HVAC-R controls and automation; provide training to maintenance staff, as needed.
14. Fabricate and install sheet metal ductwork components, as needed.

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Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

15. Coordinate development and implementation of advanced control strategies, including alarms, trends, energy efficiency programming, and troubleshooting programming flaws.
16. Maintain clean filters and coils in all units.
17. Oversee implementation of the Indoor Air Quality management plan to provide clean, well-ventilated buildings.
18. Assist the maintenance crew with duties related to electrical, carpentry, and plumbing, as assigned.
19. Use work order program to maintain equipment as scheduled and inventory as required.
20. Transport equipment between job sites.
21. Participate in the refrigerant tracking program to ensure compliance with Environmental Protection Agency (EPA) and Department of Transportation (DOT) regulations.
22. Respond to emergency situations on an on-call basis as assigned and to HVAC-R problems, as needed.

Knowledge, Skills, and Abilities

- Considerable knowledge of general heating, ventilation, refrigeration, and cooling systems
- Considerable knowledge of electrical applications and methods
- Considerable knowledge of temperature control practices and procedures
- Considerable knowledge of expert-level facilities maintenance procedures
- Considerable knowledge of construction methods and building codes
- Knowledge of indoor air quality issues and solutions
- Highly skilled in reading, comprehending, and implementing blueprints and building plans
- Highly skilled in using hand and power tools
- Highly skilled in performing HVAC-R maintenance and repairs
- Skilled in leadership and project management
- Skilled in providing technical guidance related to HVAC-R duties
- Skilled in using advanced and basic computer programs related to HVAC-R systems
- Skilled in analytical problem-solving
- Skilled in performing advanced heating and cooling maintenance and repairs
- Skilled in reading, writing, and basic math
- Ability to follow written and verbal instructions and ask job-related questions
- Ability to understand and follow safety procedures
- Ability to effectively navigate a dynamic workload with changing deadlines and priorities
- Ability to coordinate tasks efficiently and collaborate effectively in a team
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to adhere to County and department standards of conduct
- Ability to exercise independent judgment to carry out assignments

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- Ability to work without supervision
- Ability to communicate effectively both verbally and in writing

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment but is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires attendance, physical presence, and timeliness. This position exposes incumbent to conditions such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbents may be exposed to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as per appropriate standards such as OSHA and other governing bodies. Duties may be performed at varying heights, up to seventy-five (75) feet. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. Occasionally, the employee will be required to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and lift office supplies and equipment up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand to support operation and maintenance of physical facilities. Incumbent will be expected to be on-call on a rotational basis.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree or apprenticeship program in HVAC-R.
2. Five (5) years of work experience in HVAC-R trades, including two (2) years of journey-level HVAC-R experience and two (2) years as an HVAC-R Mechanic II with Utah County.
3. Equivalent combinations of education and experience that include two (2) years of experience as a Utah County HVAC-R Mechanic II may also be considered.

Additional Eligibility Qualifications

1. Applicants who do not meet the education/apprenticeship requirement must pass a written and/or practical test with a score of 75 percent.
2. Applicants must possess Universal EPA Refrigerant Certification (EPA 608) and Utah State Natural Gas Certification.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or the trial period for promoted County employees and maintain throughout the duration of employment:
 - a. Forklift Certification
 - b. CPR certification
 - c. Complete a defensive driving course
 - d. Confined space training
 - e. Trench safety course
 - f. Niagara and/or Delta Building Control Certificate
 - g. HVAC Water Treatment class with six (6) months supervised water treatment of County equipment at satisfactory standards
 - h. NATE Senior Level Efficiency Analyst or equivalent industry certification, as approved by Utah CountyCounty employees must possess the above certifications and licenses prior to moving into this classification through reassignment, transfer, or career ladder advancement. Selected applicants may be required to obtain additional certifications, as directed.
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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