



HVAC-R Mechanic I

Job Description

Department: Public Works
Position: Career Service
Grade: 721
Supervisory: No
Reports to: Maintenance Supervisor

Summary

Under close to general guidance and direction of the Maintenance Supervisor, performs semi-skilled and skilled installations, repairs, and maintenance of 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. Ensure optimal HVAC-R performance; monitor conditions of various HVAC-R equipment; address and resolve basic temperature control issues; utilize the building automation system (BAS).
2. Assist with installation and servicing of computerized energy and temperature management equipment and control systems.
3. Perform routine maintenance on HVAC-R equipment and conduct seasonal startups and servicing of various equipment, including but not limited to chillers, water towers, pumps, and heating equipment.
4. Inspect, repair, and replace HVAC-R systems, including ductwork, dampers, and air distribution equipment.
5. Assist with inspecting new mechanical equipment and boiler installations.
6. Collaborate with the maintenance crew and assist with assigned tasks related to electrical, carpentry, and plumbing.
7. Maintain accurate records of HVAC-R maintenance activities following County standards.
8. Participate in ongoing training and professional development programs.
9. Assist with fabrication and installation of sheet metal ductwork components, as needed.
10. Contribute to the development and implementation of basic building automation control strategies.
11. Maintain clean filters and coils in all units.
12. Assist with implementing the Indoor Air Quality management plan to provide clean, well-ventilated buildings.
13. Use the work order program to maintain equipment and inventory.
14. Transport equipment between job sites.

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Safety Sensitive: No
DOT: No
ML: Individual Contributor

15. Participate in the refrigerant tracking program to comply with Environmental Protection Agency (EPA) and Department of Transportation (DOT) regulations.
16. Respond to emergency situations on an on-call basis and to HVAC-R problems, as needed.

Knowledge, Skills, and Abilities

- Basic knowledge of general HVAC-R systems
- Knowledge of electrical applications and methods
- Knowledge of temperature control practices and procedures
- Knowledge of computer programs related to HVAC-R
- Knowledge of general facilities maintenance procedures
- Knowledge of construction methods and building codes
- Knowledge of reading, comprehending, and implementing blueprints and building plans
- Skilled in using basic hand and power tools
- Ability to perform basic HVAC-R maintenance and repairs with guidance
- 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 work collaboratively in a team environment
- 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 communicate effectively both verbally and in writing

Supervisory Responsibility

This position has no direct supervisory responsibility.

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.

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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.

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. High school diploma or equivalent.
2. Two (2) years of work experience with HVAC-R or currently enrolled in an HVAC-R associate degree or apprenticeship program.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess Universal EPA Refrigerant Certification (EPA 608).
2. Selected applicants must obtain the following certification during the probationary period for new hires or trial period for promoted County employees and must maintain certifications during employment:
 - a. Forklift certification
 - b. CPR certification
 - c. Complete a defensive driving course
 - d. Confined Space Training
 - e. Trench Safety Course
 - f. Complete one (1) or more of the following classes/certifications:

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- i. State of Utah Fire Extinguisher Technician Certification
- ii. State of Utah Commercial Drivers License (CDL)
- iii. Certified Welder
- iv. Niagara and/or Delta Building Control Certificate
- v. Utah State Natural Gas Certification
- vi. Access Control Inet Certification
- vii. Fire Alarm System Tech
- viii. Automatic Fire Sprinkler System Tech
- ix. HVAC Water Treatment Class with six (6) months of supervised water treatment of County equipment at satisfactory standards
- x. Remote Pilot Certificate with small UAS rating
- xi. Other applicable job certifications as approved or required by supervisor and/or Division Manager

County employees must possess the above certifications and licenses prior to moving into this classification through reassignment, reclassification, or transfer. Selected applicants or incumbents may be required to obtain additional certifications, as directed.

- 3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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.

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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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