AUBURN
Human Resources

HVACR/Equipment Mechanic

Job Description

JOB INFORMATION

Job Code	AA62
Job Description Title	HVACR/Equipment Mechanic
Pay Grade	ST13
Range Minimum	$46,260
33rd %	$55,510
Range Midpoint	$60,140
67th %	$64,770
Range Maximum	$74,020
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	HVAC

JOB SUMMARY

Performs skilled maintenance and repair of HVAC, refrigeration, and other physical building systems.

RESPONSIBILITIES

- Performs replacement and repairs of existing HVAC systems throughout Student Residence and Dining Halls and/or other Auxiliary Services facilities as directed (motor changes, compressor replacements, pneumatic system repairs, coil repairs and replacements, fan repairs and replacements, etc.).
- Conducts scheduled preventative maintenance on HVAC systems throughout Student Residence and Dining Halls and/or other Auxiliary Services facilities as directed (filter changes, coil cleanings, belt replacements, etc.).
- Performs installation and startup procedures of commercial kitchen and refrigeration equipment.
- Monitors, maintains, and repairs building automation and control systems (sensors, controls, thermostats, actuators, etc.).
- Maintains and repairs building systems for Student Residence and Dining Halls and/or other Auxiliary Services facilities as directed (mechanical systems, chilled and heating water systems, domestic hot water systems, pneumatic systems, etc.).
- Diagnoses, repairs, and maintains all forms of commercial kitchen equipment. This includes: a) Ovens, dish machines, mixers, slicers and grinders, etc., and b) Low temperature and medium temperature refrigeration systems.
- Removes and relocates existing kitchen equipment.
- Responds to emergency after-hours calls.
- Ability to work unsupervised on assigned tasks.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED			3 years of	Experience with maintenance on refrigeration and commercial kitchen equipment. Experience with maintenance on HVAC systems. Experience with plumbing and electrical systems. Experience can be substituted with attending trade school.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Must have knowledge of HVAC systems, electrical systems, kitchen and refrigeration systems, comfort cooling principles, plumbing, gas pipe fitting, and pneumatic controls.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	EPA universal refrigerant license.	Upon Hire	Required	And
	North American Technician Excellence (NATE) HVAC Support Technician Certification.	within 180 Days	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly