AUBURN
Human Resources

Assistant HVACR/Equipment Mechanic

JOB INFORMATION

Job Code	AB71
Job Description Title	Assistant HVACR/Equipment Mechanic
Pay Grade	ST10
Range Minimum	$39,430
33rd %	$44,680
Range Midpoint	$47,310
67th %	$49,940
Range Maximum	$55,200
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	4/15/2024 3:49:21 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	HVAC

JOB SUMMARY

Under direct supervision, assists in performing maintenance and repair of HVAC, Refrigeration, Commercial Kitchen Equipment and other physical building systems in Student Affairs.

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 Resources and Dining Halls and/or Auxiliary Services facilities as directed (mechanical systems, chilled and heating water systems, domestic hot water systems, pneumatic systems, etc.).
- 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, as deemed appropriate.

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	No supervisory responsibilities.

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	General		0 years of	Experience with maintenance on refrigeration and commercial kitchen equipment. Experience with maintenance on HVAC systems. Experience with plumbing and electrical systems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
	EPA universal refrigerant license.	within 120 Days	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting				X		50 - 100 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures				X	
Hazards					X
Wet and/or humid			X		
Noise					X
Chemical			X		
Dusts			X		

WORKING ENVIRONMENT					
Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Poor ventilation			X		