

JOB INFORMATION

Job Code	AB71
Job Description Title	Assistant HVACR/Equipment Mechanic
Pay Grade	ST10
Range Minimum	\$34,400
33rd %	\$39,000
Range Midpoint	\$41,300
67th %	\$43,600
Range Maximum	\$48,200
Exemption Status	Non-Exempt
Approved Date:	4/15/2024 3:49:21 PM
Legacy Date Last Edited	11/10/2022

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.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.
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MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
High School Diploma	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		
Poor ventilation			X		

