

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: HVAC SPECIALIST (Job Code 513).**

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### **GENERAL STATEMENT OF JOB**

Under the general supervision of the department supervisor, performs mechanical work in the installation, maintenance, and repair of air conditioning equipment. Responsible for installing, performing repairs, and providing preventative maintenance on light and heavy duty air conditioning, refrigeration, heating equipment, ice machines, appliances, and water coolers. Some supervision may be exercised over unskilled and semi-skilled employees engaged in assisting in installation and repair of equipment.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Performs skilled work necessary in diagnosis, repair, and installation of HVAC systems as required.

Operates equipment necessary for performing jobs, such as evacuation of refrigerant, temperature sensing devices, air volume testing, electrical systems testing, etc.

Prepares and maintains work records, reports, maintenance records and labor/material estimates as required.

Maintains City acquired tools and equipment.

Performs semi-skilled plumbing, mechanical, electrical, carpentry work necessary for general repairs and maintenance of systems, such as lavatory facilities, refrigeration equipment, water fountains, ice machines, garbage disposals, and minor repairs to walls, roofs, and masonry system.

Provides assistance to various other departments as requested.

Performs Emergency Response duties as assigned.

Performs related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, supplemented with a minimum of five (5) years of trades work experience in HVAC maintenance and repair. Most possess and maintain a valid State of Florida Class B CDL driver's license. Must have EPA certification in refrigerant recovery and recycling. Must be certified as HVAC technician from a certified educational training facility.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve walking, standing, bending, stooping; some lifting and carrying objects of moderate to heavy weight (20-50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read basic English.

Intelligence: Requires the ability to apply common sense understanding to performing semi-repetitive tasks and principles of rational systems.

Verbal Aptitude: Must communicate in basic English.

Numerical Aptitude: Requires the ability to add and subtract. May require the ability to multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately manipulating small items.

Manual Dexterity: requires the ability to operate various electrical equipment. Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of colors.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressive or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require infrequent exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of standards and practices, materials and tools used in the installation, maintenance, operation and repair of HVAC and refrigeration equipment.

Knowledge of principles of electricity as applied to HVAC systems.

Knowledge of hazards and safety precautions of the trades.

Knowledge of governmental and oversight requirements, codes, and regulations, etc.

Skilled in the utilization of hand and power tools.

Ability to install, adjust and repair HVAC refrigeration equipment and controls.

Ability to read and interpret blueprints and rough sketches.

Ability to establish and maintain effective working relationships with superiors, fellow employees, and vendors.

Ability to understand and carry out oral and written instructions.

Ability to prepare reports and maintain records as required by supervisor or oversight entity.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date