

HVAC Mechanic Job Description

Duties and Responsibilities:

- Carry out repair, maintenance, or installation of equipment for the generation, utilization, or distribution of commercial systems
- Perform inspection, maintenance, adjustment, and repair of equipment to ensure constant and reliable indoor air comfort, as well as laboratory or critical environments
- Handle and repair test equipment, complex centrifugal chillers, direct expansion and chilled water-based cooling systems, large air handlers, electronic and pneumatic direct digital control systems, and air distribution systems
- Operate, procure, introduce, and get back HFC, HCFC, and CFC refrigerants
- Perform repairs and maintenance of reach-in, walk-in, stand-alone ice machines, central plan chillers, pumps, free standing A/C units, refrigerators, roof top cooling units, and guest rooms A/C units
- Maintain inventory of parts and supplies of air conditioning and refrigeration equipment
- Design an effective preventive maintenance program to ensure maintenance of equipment is scheduled and carried out regularly as at when due
- Carry out chemical test on cooling tower and chilled water loop as required
- Ensure proper air circulation on the air handler by balancing airflow
- Assess vendor specifications and proposals and give recommendations to the customer; supervise material purchase following customer's ordering procedures
- Perform low voltage wiring; handle BAS system Direct Digital Controllers (DDC)
- Diagnose and effect mechanical, plumbing, and electrical repairs to HVAC equipment
- Carry out regular periodic plumbing and maintenance tasks as needed.

HVAC Mechanic Requirements – Skills, Knowledge, and Abilities

- Possess two years of experience maintaining, repairing, or installing refrigeration and HVAC units, equipment, and systems; or associate's degree in HVAC/refrigeration systems; or a two-year technical HVAC/refrigeration training program successfully completed after high school; or an equivalent combination of training and experience
- Strong knowledge of the hazards associated with the occupation, and the safety precautions to maintain all times; examples include knowledge of procedures in handling chemicals such as degreasers, cleaners, Freon, and acids
- Possess required permits and licenses by local laws and ordinances to repair, maintain, and operate refrigeration and HVAC systems and equipment
- Strong ability to give attention to detail and be accurate in performing work duties
- Strong ability to make sound professional judgment and uphold ethics and confidentiality
- Strong communication skills and ability to apply sound discretion
- Available and willing to be called upon any time, including off working hours to handle emergency duties
- Ability to climb and maneuver on tight spaces, ladders, and work and staging platforms; ability to lift items weighing up to 50 pounds; strong ability to climb over and around equipment in construction locations; and ability to work 80-90% of the time standing.
- Strong ability to read and comprehend electrical and mechanical plans and wiring diagrams; and adhere to safety guidelines.