

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** HVAC Mechanic  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs highly skilled technical work in the maintenance, repair, and operation of heating, ventilation, air conditioning, refrigeration, climate control, and electrical systems and components. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Inspects, maintains, troubleshoots, and repairs HVAC, refrigeration, and electrical equipment and appurtenances on a regular basis; performs preventative maintenance according to a prescribed schedule
- Repairs, calibrates, and installs pneumatic and electronic controls, motorized valves, activators and related equipment
- Removes and replaces wiring, runs conduit, and connects power lines to breakers
- Adjusts airflow and balance of air to meet employee and department needs; utilizes computer-input commands to adjust automated temperature control as needed
- Adjusts and replaces sensors, meters, gauges, and other instrumentations, including components of computerized systems
- Adjusts refrigerants on ice machines, open and closes chemical chill water loops, conducts pH readings, and checks and maintains oil levels on all motors and gear boxes
- Operates a variety of tools and equipment including but not limited to voltage testers, leak detectors, thermometers, pressure gauges, torches, hand and power tools, refrigerant recovery systems, bucket trucks, and other related vehicles
- Prepares technical specifications for replacement of assigned equipment, inspects work for conformance to requirements, and maintains records of work planned, in progress, and completed

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- Responds to emergency calls as required
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by three (3) or more years' experience in troubleshooting, maintaining, repairing, and installing commercial HVAC systems; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida commercial driver's license, class B, EPA refrigerant license, and HVAC trade technical certificates/licenses.

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

- Working knowledge of Environmental Protection Agency (EPA) regulations and rules
- Knowledge of occupational hazards and safety precautions
- Skill in Microsoft Office products (Word and Outlook) and energy management systems
- Skill in providing good customer service
- Skill in the use of common hand tools and heavy mechanical equipment
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date