**Chatham University**

**Job Description**

**Job Title:** HVAC Mechanic

**Position reports to:** Facilities Director

**Position summary:** Operates, maintains and services heating, ventilations, air conditioning systems including chillers, direct exchange systems, boilers and other steam or hot water generating and distribution equipment, furnaces, air handlers, unit ventilators, etc., in all campus buildings. Also performs operation, maintenance and servicing of all associated pumps, valves and piping. Work is subject to inspection for conformance to specifications and accepted standards of the trade but is primarily reviewed through observation of results.

**Qualifications:**

* High school diploma or GED equivalent.
* Five or more years of experience in the HVAC trade, including the equivalent of apprenticeship or vocational training in a mechanical trade.
* Knowledge of and at least five years of experience with pneumatic and direct digital control systems.
* Ability to read blueprints, wiring diagrams.
* Skilled in maintenance and use of tools, equipment and materials of applicable trades.
* Must possess federal certification in CFC handling.
* Must possess a valid Pennsylvania driver’s license.
* Must possess Stationary Engineer certification.
* Must possess Advanced Welding certification.
* Skilled in pipe system construction
* Skilled in pipe repair and replacement

**Duties and Responsibilities:**

* Inspect, operate and maintain air conditioning systems such as chillers, direct exchange systems, unit ventilators, exhaust fans and other HVAC equipment. This also includes operating and maintaining all associated pumps, valves and piping throughout all buildings on campus to insure proper operation and to meet the demand for heating and cooling.
* Inspect, operate and maintain boilers, furnaces and associated pumps, valves and piping throughout all buildings on campus to insure proper operation and to meet the demand for heating and cooling.
* Lays out, fabricates, assembles, installs and maintains piping and piping systems, fixtures and equipment for steam, hot water, heating and cooling systems.
* Monitors various gauges, meters and other instrumentation devices to determine that proper water, steam and air pressures flow rates, levels and temperature are maintained. Adjusts valves and controls as necessary to attain the desired levels.
* Repairs and maintains buildings’ heating, ventilation and air conditioning systems and all fixed and movable equipment and fixtures of such building pertaining to heating, ventilation and air conditioning.
* May perform or assist in performance of any or all of the following: preparation of cost estimates, preparation of material orders, maintenance of records and preparation of reports. Utilizes a variety of necessary tools and mechanical equipment for performance of above duties.
* Because of necessary fluctuations of work loads in the skill area, an incumbent in this class may be required on an occasional basis and according to need to perform duties outside his trade area at a level of skill the same as or lower than required by his ordinary assignment.

**Physical Responsibilities:**

HVAC work may, at times, be physically demanding requiring lifting heavy weights manually, up to 50 lbs. and to lift and transport piping and equipment with others in excess of 200 lbs. HVAC mechanics must be able to stoop and bend for long periods of time and work in confined space. At time, engineers must work in utility tunnels, steam vaults and mechanical equipment rooms, all of which may be in excess of 100 degrees and have high noise levels.

Sit: 5%

Stand: 80%

Stoop/Bend/kneel: 50%

Push/Pull: 80%

Reach above shoulders: 60%

Write: 15%

Fine Hand Manipulation: 55%

Hear: Continuous

Speak: 80%

See: Continuous

Use Telephone: 15%

Use of Computer: 5%

Balance: Continuous

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