State College of Florida, Manatee-Sarasota
Job Description

Job Title: Trades Worker III/HVAC Mechanical
Reports to: Supervisor of Maintenance and Site Utilities
FLSA Status: Non-Exempt
Level: 117
Position Class: C9904

Job Summary:
Installs, repairs and maintains industrial and commercial HVAC and boiler systems by the duties listed below.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Screws, bolts, rivets, welds, and brazes parts to assemble structural and functional components such as motors, controls, switches, gauges, wiring harnesses, valves, pumps, compressors, condensers, cores, and pipes on chillers, boilers, and HVAC equipment.

2. Drills holes and installs mounting brackets and hangers into floor and walls of building. Lifts or hoists and aligns components into position.

3. Cuts, threads, and connects pipe to functional components and water system of premises. Insulates shells and cabinets of systems.

4. Starts system, observes operation, read gauges and instruments, and adjusts mechanisms such as valves, controls, and pumps to control level of fluid, pressure, and temperature in system.

5. Reads blue prints and drawings to determine routing of HVAC systems to perform troubleshooting.

6. Pumps specified gas or fluid into system.

7. Dismantles malfunctioning systems and tests components.

8. Replaces or adjusts defective or worn parts to repair systems.
9. Installs wiring to connect components to electric power source, including 230,277 and 480V single and three-phase power systems.

10. Orders and maintains supply inventory and parts. Maintains and reconciles Purchase Card records and statements.

11. Log readings and maintain water and machinery records on a daily basis. Maintains records of hours and materials used on projects.

12. Uses the Campus energy management system to optimize daily operation of the Campus facility’s HVAC equipment. Evaluates systems and operations to develop energy conservation measures while maintaining user comfort. Installs, repairs, calibrates and maintains building control systems.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and five or more years’ related experience in large-scale commercial or industrial refrigeration systems, boiler operation and maintenance, commercial HVAC and digital building automation systems.

  Must be familiar with heavy commercial/industrial safety procedures including lock-out/tag-out, PPE (personal protective equipment), arc-flash protection, and related procedures.

- **Supervisory Experience:**
  One or more years’ experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively in one-on-one situations to other employees of the department and the larger College organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
**Computer Skills:**
To perform this job successfully, an individual should have basic knowledge of word processing and spreadsheet software; and intermediate knowledge of Automatic Logic Energy Management Systems software. Within three months of hire must be able to use College e-mail, Internet, and other College required software.

**Certificates and Licenses:**
Must possess EPA Universal Certification for refrigerant recovery. F.S. Chapter 468 Plan Review and Inspection Mechanical License. Valid Florida Driver’s License.

**Responsibility for People and Property:**
This position is responsible for all HVAC equipment.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has contact with State College of Florida, Manatee-Sarasota staff on a daily basis.

- **External Contacts:**
  This position has contact with vendors and contractors on a weekly basis.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to risk of electrical shock. The employee is occasionally exposed to wet or humid conditions (non-weather); work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme heat (non-weather) and vibration.

The noise level in the work environment is usually loud.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and reach with hands and arms. The employee is frequently required to stand, walk, climb or balance, and talk or hear. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.
**General Performance Standards and Expectations:**

In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**

This job description has been reviewed and approved by the leaders whose signatures appear below.

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