

## TOWN OF NEWINGTON

**TITLE:** Air Conditioning and Heating Control Mechanic

**GRADE:** LT-17

**DEPARTMENT:** Facilities Management

**COUNCIL ADOPTED:** DRAFT 2/22/10

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### POSITION DESCRIPTION

Under the general supervision of the Facilities Manager, performs skilled work in the repair and maintenance of electrical and mechanical control systems of commercial size air conditioning and air handling equipment, heating systems, and miscellaneous services. Performs semi-skilled custodial and facilities maintenance work throughout all Town-owned buildings. May work alone or as part of a team and is also responsible for routine custodial work.

### ESSENTIAL JOB FUNCTIONS

- Receives oral and written instructions from Supervisor.
- Repairs, reconditions, and maintains all air conditioning equipment and heating controls. Maintains a file of all major pieces of air conditioning equipment, entering a description of all important repairs to this equipment on history sheets. Repairs and replaces defective thermostats, relays, and air conditioning units. Maintains proper air pressures in mechanical systems and checks for leaks and proper air compression. Requisitions materials as necessary. Maintains a file of control diagrams on heating equipment and makes sure that all controls are performing the desired function and that they are coordinated with other controls. Sets up and maintains a routine maintenance program.
- Performs routine building maintenance projects such as replacing electrical outlets and switches, fluorescent fixtures and ballasts, fans, faucets, toilets; removing obstructions from drain pipes; painting; moving furniture, and similar projects.
- Repairs roofs, builds partitions, installs and repairs floors, and repairs doors and locks.
- Inspects buildings to assure conformance to established standards. Obtains materials and equipment needed to perform daily duties. Coordinates activities with departments and supervisor.
- May perform routine cleaning and custodial duties. Empties waste baskets, transports trash and waste to disposal area, as needed.
- Monitors the building's plumbing, electrical, HVAC, and other systems.
- Responds to unexpected events, such as toilet spills. Performs special projects, such as cleaning drainpipes on the roofs of all Town buildings.
- Performs scheduled and unscheduled call-outs/overtime as needed.
- Moves furniture, supplies, and other items, as required.
- Orders supplies and materials. Maintains a small workshop with hand tools and equipment.
- Performs work in a safe manner and observes all safety procedures. Operates and uses all tools, equipment and materials responsibly and performs basic inspection of them prior to use.
- Uses personal computer for email, word processing, time record keeping, daily work records, complaint tracking and resolution, inventory, ability to keep records and make reports etc. Fills out job forms as assigned.

### ADDITIONAL JOB FUNCTIONS

- May perform work normally assigned to Parks & Grounds or Highway Department Personnel as Required or directed by supervisor (i.e. snow removal or grounds maintenance)
- Performs other related tasks or duties as required or directed by supervisor.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to excellence in customer service.
- Good working knowledge of the modern methods, tools, and equipment of the air conditioning trade.
- Good working knowledge of the operating principles and mechanics of air conditioning units and thermostats.
- Ability to read blue prints and wiring diagrams.
- Basic knowledge of electrical wiring.
- Must be capable of working in inaccessible and confined spaces.
- Ability to recognize and locate conditions which require repair and maintenance work.
- Considerable knowledge of power tools, equipment and methods used in routine building and facilities maintenance and repair.
- Considerable knowledge of the work standards and safety procedures in building and facilities maintenance work.
- Considerable skill in the safe use of standard hand tools, power equipment, ladders and scaffolding.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Good ability to perform custodial work safely, effectively and efficiently with a minimum of direct supervision.
- Basic knowledge of building systems such as HVAC, electrical, plumbing and carpentry.
- Basic knowledge of personal computers, time record keeping, daily work records, complaint tracking and resolution, inventory; ability to keep records and make reports.
- Ability to work with or without immediate or direct supervision.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Sufficient stamina and good health to perform strenuous physical labor.
- Ability to access and reach difficult places.
- Must be able to stand and work for extended periods of time; ability to sit, climb or balance, stoop, kneel, crouch or crawl.
- Ability to move within Town buildings and facilities.
- Ability to push/pull/lift objects weighing 50 pounds or more.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to talk and smell.
- Ability to read and interpret basic instructions for operating tools and equipment.
- Ability to keep routine records and write basic reports.
- Ability to remember multiple tasks/ assignments given to self and others over extended periods of time.

**REQUIRED MINIMUM QUALIFICATIONS**

- High school diploma or technical school education;
- Two (2) years of experience as a journeyman in the air conditioning/air handling installation and repair field including experience with control mechanisms such as thermostats and relays; or
- An equivalent combination of education and qualifying experience.

**LICENSE OR CERTIFICATE**

A valid Connecticut driver’s license.  
 License to handle refrigerants used in HVAC systems (ability to obtain within 6 mos. Of hire)

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
 Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Date