Position Description

<table>
<thead>
<tr>
<th>Classification Title:</th>
<th>HVAC Mechanic</th>
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<tbody>
<tr>
<td>Working Title:</td>
<td>HVAC Mechanic</td>
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<tr>
<td>Supervisor’s Working Title:</td>
<td>Maintenance Superintendent</td>
</tr>
<tr>
<td>Hours/Shift:</td>
<td>7:00 am – 3:00 pm Monday – Friday after hour calls, weekends and holidays as needed</td>
</tr>
<tr>
<td>Department:</td>
<td>Facility Services</td>
</tr>
<tr>
<td>Supervisory Position:</td>
<td>Yes ☑️ No ☐</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>University Staff</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt ☐ Non-exempt ☑️</td>
</tr>
<tr>
<td>Date Created/Updated:</td>
<td></td>
</tr>
<tr>
<td>Position of Trust:</td>
<td>Yes ☑️ No ☐</td>
</tr>
<tr>
<td>(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)</td>
<td></td>
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<tr>
<td>Position of Trust with Access to Vulnerable Populations:</td>
<td>Yes ☑️ No ☐</td>
</tr>
<tr>
<td>(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are not enrolled or accepted for enrollment at a UW System Institution, and medical patients)</td>
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Position Summary

Under the general direction of the Maintenance Superintendent of Facility Services, the incumbent as a HVAC Mechanic: Installs, maintains, and repairs environmental control or refrigeration equipment to ensure proper operation of equipment within all facilities etc., in buildings on the University of Wisconsin Stevens Point Campus. The incumbent of this position will be working in all buildings on campus. The incumbent of this position will maintain and repair the heating, cooling and ventilation of the Residential Halls. Facility Services is committed to the highest standard of customer relation’s principles for its customers, fellow staff members, students, and visitors. Staff will serve as role models by practicing exemplary behaviors when working with customers, and fellow staff members and the supervisory team.

Primary Responsibilities:

<table>
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<th>% of Time Spent</th>
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<tbody>
<tr>
<td>60%</td>
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A. Monitors, tests, maintains, and repairs Refrigeration, Heating, Ventilation, and Air Conditioning (HVAC) systems, related equipment, and controls according to established policies and procedures
B. Receives, prioritizes, and responds to service requests according to established timelines and policies
C. Always demonstrates good communication skills with campus community, including students, building managers, academic personnel, and craft personnel, and supervisory team in a multi-cultural environment.
D. Work is assigned by means of verbal and written instructions by lead person or superintendent; service request is carried out by the worker in accordance with
standard practices of the maintenance trade. Execute all job assignments in a timely manner.

- Works from drawings or prepares project drawings in detail showing measurements, materials, other required information using information from building blueprints, verbal instructions, and other information.
- Perform planned, preventive and emergency maintenance, inspections, test operations, troubleshooting, and documentation of work performed.
- Troubleshoot, repair, and install, as needed, new direct expansion refrigeration systems including reach-in & display refrigerators, walk-in coolers, ultra-low and specialty freezers, mini-split systems, A-coil systems etc.
- Install ductwork and piping associated with direct expansion refrigeration systems and typical HVAC equipment.
- Clean and replace various heat exchangers / converters including reheat coils, steam coils and hot water coils.
- Properly reclaim, evacuate, and charge a refrigeration system.
- Work is subject to inspection while in progress upon completion.
- Accountable for their own actions within workspaces of the University and Campus facilities.
- Document accurate time, material, and description of work in Computerized Maintenance Management System.
- As required, coordinates work.
- As required, handles hazardous waste and will be responsible to safely handle, properly contain and label, and follow appropriate emergency procedures as they relate to hazardous waste materials.
- Preform basic mathematical calculations related to preforming projects.
- Performs other duties as assigned.
- Available for holidays, weekends, weekend on-call procedures, emergencies, and shift work.
- Performs all work while conforming with EH&S health and safety policies, OSHA, and other applicable federal, state, and local fire, health, safety, emergency-preparedness, pollution-prevention polices, University of Wisconsin, UWSP campus and Facility Services policies and procedures, including Code of Conduct, IPP (Safety and Health Procedures), Hazardous Materials Communications Program, Health and Safety Manual, as well as any other document authorized by management to have bearing on employee safety and conduct.
### B. Safety and Health Awareness/Responsibilities
- Completes job related tasks in a safe manner by adhering to appropriate safety regulations.
- Aware of potential hazardous operations and takes appropriate precautions. Report workplace hazards.
- Immediately stops work in the event of danger to people or property.
- Proceeds with work only after ensuring that appropriate safety procedures have been implemented.
- Reports all accidents and/or incidents immediately to supervisor for record keeping.
- Attends monthly/annual Safety Training meetings.

### C. Administrative/Technical
- Coordinates with project managers, building inspectors, and facility managers.
- Keeps up-to-date, accurate, comprehensive project records, including plans, specifications, submittals, schedules, requests, changes, approvals, and costs.
- Consults lead/supervisor or project superintendents who administer requirements and standards for modification of projects.
- Supports maintenance projects and work order assignments.
- Prioritizes work assignments to meet customer needs.
- Completes paperwork in a neat and timely manner. Records all work in Computerized Maintenance Management System.
- Uses I-phone to view and log work order activities.
- Reads information from equipment manufacturers’ manuals, service request, layout sketches, blueprints, appropriate state and local government codes, trade specific manuals and practices, and to determine how the fixture or equipment should perform.
- Defines and describes materials, tools, and/or equipment, work methods, and task sequences.
- Serve as liaison with clients, relaying their needs and requirements to the appropriate department or superintendent.
- Works and supports shutdowns and project schedules to minimize interference with others.
- Interacts with various components (units and/or departments), procurement and clients as necessary to specify and obtain timely delivery of the most appropriate contracted services.
- Orders, procures materials and equipment; maintains records.
- Communicates clearly over the telephone and two-way radio.
- Attends safety, technical, and general meetings.
- Supports department mission statement (enhancing the academic mission through craftsmanship, artistry and exceptional services) and department core values (safety, cooperation, service, integrity and innovation).
### D. Interpersonal Relations

- Utilizes good judgement in interpersonal communications in situations requiring sensitivity and tact.
- Treats co-workers, staff, supervisors, and managers with respect and courtesy, and maintains good working relationships with them.
- Demonstrates the ability to work in a cooperative manner with co-workers.
- Promotes a cooperative team environment.
- Demonstrates at all times good communication skills with campus community, including students, building managers, academic personnel, and craft personnel.
- Interacts directly with all levels of customers throughout UWSP to develop and achieve project requirements and goals.
- Responds to requests for service in a timely manner.
- Treats customers with respect and courtesy.
- Supports and achieves organizational goals established to maintain and enhance customer satisfaction.
- Reports progress or delays and refers major problems to lead or superintendent for resolution and informs customers as needed.

### E. Miscellaneous Duties

- Work assigned or directed, may include other tasks not expressly enumerated, but which are of similar kind.
- Specify and procure materials/supplies/equipment (including refrigerants R123A, R22, R410A and 1234YF).
- Perform hoisting or rigging tasks.
- Perform time accounting and record keeping.
- All other duties as assigned or necessary.

### Qualifications – Knowledge, Skills, and Abilities:

#### Required Knowledge, Skills, and Abilities

- Demonstrated skill to logically analyze complex systems and resolve HVAC and Refrigeration related problems.
- Skill in use of all tools common to the HVAC and Refrigeration trade.
- Strong customer service skills.
- Excellent interpersonal skills, including tact, diplomacy, and flexibility.
- Strong verbally and able to communicate clearly and effectively in person and over telephone.
- Demonstrated written communication skills to compose correspondence, procedures, and reports.
- Basic level competency of Microsoft Office applications (Word, Excel, Outlook, etc.).
- Organizational skills to establish work priorities, be resourceful, and manage work, independently to successful completion.
- Skill to follow construction plans and complete work goals/objectives.
- Skill to appropriately confront inappropriate or unprofessional behavior.
• Skill to evaluate, trouble-shoot inquires and actively participate in resolving concerns of staff, contractors, outside consultants, and members of the campus community in an objective and constructive manner.
• Skill to contribute as a team player in a positive, respectful, and professional environment.
• Must be able to communicate effectively, both verbally and in writing, with staff, co-workers, campus staff, and interact positively with service providers outside the university.
• Must have the ability to build effective and constructive relationships with contacts throughout the campus community and with the external service providers.
• Must be able to access work sites, including heights and confined spaces.
• Must be able to lift heavy objects (minimum of 50 lbs. without assisting equipment), and work in uncomfortably hot and cold environments (-20 to 100 plus degrees F), in awkward, overhead, and cramped positions, or on ladders.
• Ability to sit, walk, and stand for extended periods, climb ladder, stairs, and catwalks.
• Ability to organize and manage competing demands and priorities.
• Ability to read, interpret, and work from plans, involved drawings, and sketches.
• Ability to maintain a professional and service-oriented relationship with customers, co-workers, and supervisory staff.
• Ability to be creative, flexible, self-motivated, and quality oriented.
• Ability to perform mathematical/plant related calculations as necessary, requested or required.
• Must be able to quickly gather, manage, and effectively analyze maintenance related data.
• Perform basic measuring and calculations related to specific craft (HVAC).
• Be able to handle multiple tasks simultaneously and produce accurate, detailed work within established timeframes.
• Must be able to maintain confidentiality where required.
• Must be able to avoid gossip and other inappropriate workplace conversations.
• Must have the detail orientation, initiative, and ability to organize and maintain records.
• Must have the ability to read and understand schematics, construction documents, procedural, operational, and maintenance manuals, gauges, and meters.
• Advanced mechanical ability.
• Must have the ability to manipulate small equipment parts and handle chemicals safely.
• Must have the ability to wear OSHA required personal protective equipment.
• Must have the ability to work in an environment of ash, dust, or soot.
• Ability to work on all three shifts including weekends and holidays.
• Must have a thorough understanding and ability to plan methods and procedures required to complete installation and repair work on campus HVAC systems and refrigeration systems.
• Must have the ability to accurately trouble-shoot plumbing HVAC systems and refrigeration units.
Must have the ability to read and interpret blueprints and drawings.
Must have a thorough understanding of the correct methods to connect pipes of similar and dis-similar materials (including brazing and soldering).
Must have a thorough knowledge of all hand and power tools used in the HVAC and Refrigeration trade, their proper application, and operation.
Must be able to safely move supplies and objects up to 75 pounds with or without a reasonable accommodation.
As required, provide direction to semi-skilled or unskilled assistants.
Must have an understanding of preventative maintenance, its role in a comprehensive maintenance program, and the ability to perform preventative maintenance work as directed.
Ability to maintain a valid Wisconsin drivers license (regular, Class D License).
Must have worked as in the HVAC /Refrigeration trade for a minimum of 4 years.
Pass a pre-employment physical.
Must have and maintain EPA Section 601 Technical Certification for handling common refrigerants.

Physical Effort/Demands:
- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- To access work sites including heights and confined spaces.
- To work long hours in emergency situations, and in inclement weather conditions, including outdoor summer temperatures of 100 degrees and winter temperatures of -20 degrees Fahrenheit
- Frequently lift 10 – 25 pounds
- Occasionally lift 50 pounds

Equipment Operated:
- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices
- Various hand and power tools
- Aerial lifts and forklifts

Working Environment:
The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.
This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

________________________________________ ____________________
Employee Name       Date

________________________________________ ____________________
Employee Signature       Date

________________________________________ ____________________
Supervisor Name     Date

________________________________________ ____________________
Supervisor Signature     Date