

ASSISTANT HEATING, VENTILATING, AIR CONDITIONING (HVAC) SERVICE ENGINEER

Code No. 4-14-210
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level service position responsible for assisting in the repairing, installing and servicing of HVAC systems. Work is generally performed alongside a more skilled engineer. (The employee may also operate HVAC systems in a building not requiring licensing as per City of Rochester requirements.) This title differs from Heating Ventilating, Air Conditioning Service Engineer by virtue of its responsibility for more routine work. The employee reports directly to, and works under the direct supervision of a Lead HVAC Service Engineer or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in the installation and servicing of boilers, air condition systems, air compressors, pneumatic systems, duct work and computer hardware for control systems;

Assists and participates in the repair of steam and hot water leaks, motors, pumps, steam traps, air handling units and all other HVAC equipment and components;

Performs preventive maintenance activities to HVAC equipment by changing oil filters, belts, bearings, etc.;

Assists in identifying problems with electric controls, heating systems and refrigeration systems;

Responds to routine maintenance work requests and tenant complaints;

Assists in the testing and treating of water used in air conditioning systems in order to prevent growth of fungi and bacteria;

Keeps operating logs for all HVAC equipment as assigned.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of HVAC systems including electrical, refrigeration, boiler and heat pump; good knowledge of types of equipment and appropriate lubricants; good knowledge of preventive maintenance and servicing needs of systems; good knowledge of mechanical principles; good knowledge of possible dangers to health and safety relating to areas such as asbestos, insulation wastes, and chemicals; good knowledge of existing HVAC equipment and how it works; good knowledge of systems and problems specific to various buildings; good knowledge of safety regulations and devices; good knowledge of resources for safety information; ability to assist in the installation of boilers, ducts, air conditioning systems, wiring and piping; ability to read warranty specifications, blueprints, installation manuals, maintenance manuals, wiring and piping schematics, flyers and technical books; ability to add, subtract, multiply, and divide as used in mathematical formulas; ability to relate mechanical principles to problems; mechanical ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Two (2) years paid full time or its part time equivalent experience in the installation, maintenance and repair of HVAC systems found in commercial or public buildings including experience in heating, and in the installation, maintenance, and repair of refrigeration equipment*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or Certificate in Heating, Ventilating and Air Conditioning; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

*Minor repair and preventive maintenance tasks such as changing filters and belts and lubrication of HVAC and refrigeration equipment will not be considered as qualifying experience.

SPECIAL REQUIREMENTS: Possession of a Universal Refrigerant Transition and Recovery Certificate issued by the United States Environmental Protection Agency (EPA) or EPA approved certifying organization**.

**submit copy of certificate with application.

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: September 8, 2005

REVISED: March 7, 2013