



HOUSING AUTHORITY

OF THE CITY OF KEY WEST, FLORIDA

1400 Kennedy Drive - Key West, FL 33040 • Phone: 305-296-5621 • TTY/Florida Relay Service (FRS): 800-955-8771

JOB DESCRIPTION

JOB TITLE:	HVAC MAINTENANCE MECHANIC
TYPE:	NON-EXEMPT
DEPARTMENT:	MAINTENANCE-AFFORDABLE
SUPERVISOR:	DIRECTOR OF MAINTENANCE OR DESIGNEE

JOB SUMMARY:

The HVAC Maintenance Mechanic is responsible to the Director of Maintenance or Designee as delegated for duties and responsibilities and outlined hereunder. This position performs HVAC installation and repairs at all Housing Authority properties, as well as general maintenance of all air conditioning systems owned by the Housing Authority.

The following responsibilities are normal for this position. The omission of specific statements of the responsibilities does not exclude them for the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

POSITION RESPONSIBILITIES:

- Adhere to applicable established policies and procedures.
- Install, maintain and repair ventilation and air conditioning systems and equipment.
- Identify maintenance risks on equipment.
- Diagnose electrical and mechanical faults for HVAC systems.
- Clean, adjust and repair systems, and perform warranty services.
- Perform emergency repairs promptly and efficiently.
- Keep daily logs and records of all maintenance functions.
- Ensure compliance with appliance standards and with Occupational Health and Safety Act.
- Comply with service standards and work instructions.
- Complete work orders and apply maintenance charges.
- Operate, maintain, install, and repair HVAC systems, including compressors, motors, coils, valves, refrigerant lines and controls.
- Responsible to initiate related maintenance tasks as necessary.
- Responsible to conduct inventory of supplies "on hand", and coordinate with Supply Supervisor to stock all HVAC equipment.
- Performs scheduled preventative maintenance to air conditioners.

- Responsible to record and document any incurred maintenance over-time.
- Responsible for the daily control of all tools and equipment and its proper security.
- Responsible to maintain assigned Housing Authority vehicle.
- Responsible to insure efficient and quality like performance in a variety of tasks.
- Maintains vehicle and schedule preventive maintenance.
- Responsible for familiarization and strict adherence to all maintenance related OSHA requirements.
- Responsible to properly submit completed work orders daily.
- Performs other duties as assigned by the Supervisor, the Executive Director, and his or her designees.

REQUIRED EDUCATION EXPERIENCE:

High school diploma or GED, supplemented by three (3) years previous experience and/or training; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position. As well as willingness to continue education in HVAC field.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Good basic knowledge of all the maintenance trades, i.e., carpentry, electrical, mechanical repair, painting, plumbing.
- Great knowledge of HVAC systems.
- Familiarity with materials required and ability to estimate type and quantities needed for a task.
- Good hand and eye coordination.
- Skillful use and care of tools and equipment.
- Ability to follow oral and written instructions.
- Ability to read and interpret instruction manuals and work orders.
- Ability to establish and maintain effective relationships with co-workers.
- Good basic knowledge of vehicle and equipment maintenance.
- Basic knowledge of the appliance trade.
- Ability to work under adverse conditions.
- Ability to supervise work.
- Ability to work abnormal hours.
- Ability to maintain related maintenance records.
- Good judgment in handling confidential matters.
- Ability to travel in performance of related responsibilities.
- Ability to identify and report repair needs and safety discrepancies when observed.
- Knowledge and adherence to safety codes, trade and commercial trade practices.
- Ability to maintain through continued education and training, current knowledge and certifications relating to the job.
- Responsible for Daily Time Sheet.
- Responsible for Material Stock Sheet.

- Responsible for Work Orders Reports and any other reports as necessary.
- Responsible for all other reports as directed.
- Ability to perform the essential physical job functions/responsibilities.
- Ability to greet and interact with the public and other employees in a courteous and helpful manner, presenting a positive image of the Housing Authority towards others.
- Understanding of advanced principles of air conditioning, refrigeration, and heating.
- Proficient in balancing air and water treatment systems in line with HVAC protocols.
- Excellent written, verbal and interpersonal skills.
- Proficient in reading schematics and work plans.
- Ability to work in confined spaces.

PHYSICAL DEMANDS:

The physical demands described here are representative of those tasks that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

Physical activity includes standing, walking, climbing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions and talking, hearing and visual acuity.

Working conditions include outdoors/indoors, cold, heat, noise, vibration, hazards, atmospheric, oils and respirator.

The employee must be able to lift and/or move objects up to fifty (50) pounds.

SPECIAL REQUIREMENTS:

Employee must have and maintain a valid Florida Drivers License.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The requirements for this position are indicative of the mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans With Disabilities Act will be granted whenever possible.

Employment is subject to a probationary period of 12 months.

I have read, understand and agree to abide by this job description.

Signature

Date

Witness

Date