HVAC Mechanic

**JOB PURPOSE**

Installs, maintains, and repairs heat, ventilation, refrigeration/cooling systems. Adjusts or replaces worn or defective mechanisms and parts and reassembles repaired systems.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Installs, maintains and repairs heating, ventilating, air conditioning and steam distribution equipment and systems.

Utilizes various diagnostic tools and equipment to inspect and test controls and systems and to locate malfunctions.

Replaces, repairs or rebuilds and adjusts valves, piping, steam traps, steam pipes, air dryers and compressors, convectors, and humidifiers. Cleans air handling units, checks fan/blower cfm, checks temperature of bearings, tests motors for amperage, voltage and rpms.

Charges system with proper type of refrigerant by pumping the specified gas or fluid into the system.

Installs and repairs thermostats, sensors, controls and motors. Wires components to electrical power source.

Changes belts and filters, greases motors, visually checks compressors, pumps and other HVAC components. Cleans and lubricates shafts, bearings, gears and other parts of machinery.

Rods out/cleans heat exchangers/tube bundles. Services forced air furnaces.

Cuts, bends, threads, and connects pipe to functional components and water, power, or refrigeration system. Brazes or solders parts to repair defective joints and leaks.

Mounts brackets and hangers into floor and walls of building. Fabricates and assembles structural and functional components of refrigeration system, using hand tools, power tools, and welding equipment.

May perform water treatments of closed loop water systems, cooling towers, chilled water and heating systems by collecting and testing water samples; adds appropriate chemicals to maintain correct levels and balances.

Performs other general building maintenance as needed.

Participates in the training of apprentices and/or other workers as needed.
KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and ability to use materials, methods/principles and tools specific to the needs of the HVAC Mechanic trade.

Ability to read and interpret drawings, blueprints and/or schematics.

Ability to work in safe and efficient manner.

Knowledge of applicable building codes, regulations or ordinances.

Ability to operate computer.

MINIMUM REQUIREMENTS

Education: High school diploma or GED.

Experience: Certificate in relevant DOL apprenticed trade OR five (5) years verifiable journey level experience.

Licenses: Valid driver’s license with ability to be insured by Indiana University. May be required to acquire and maintain a material-specific abatement certification, supervisor certification or other required certifications.

PHYSICAL REQUIREMENTS

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs and 75 lbs occasionally multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS

Spends time both indoors and outdoors with possible exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.
A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.