Heat Mechanic

JOB PURPOSE

Troubleshoots, services, repairs, and replaces building HVAC systems and some refrigeration equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Inspects and tests controls and systems to detect and locate malfunctions.

Replaces, repairs or rebuilds, and adjusts valves, piping, steam traps, steam pipes, air dryers and compressors, convectors, and humidifiers.

Installs and repairs thermostats and sensors.

Replaces, repairs, and cleans convectors, and balance system air flow.

Works as a team with refrigeration mechanics in maintaining, servicing, and repairing HVAC equipment.

Services, repairs, and rebuilds pumps and compressors.

Performs other general building maintenance as assigned.

Performs some other cross-functional electrical work.

Drives vehicle as needed.

Maintains and repairs boilers and furnaces in various sized buildings.

Checks water levels in steam and hot water boilers including water treatment. Checks gas and air pressure in boilers and furnaces. Changes out and repairs blowers. Cleans boilers. Troubleshoots boilers and systems.

Rods out/cleans heat exchangers/tube bundles.

Wires controls, thermostats, and motors. Installs pressure and temperature controls.

Services forced air furnaces.

Participates in the training of apprentices and/or other workers as needed.

Performs other general building maintenance as needed.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of and ability to use materials, methods/principles and tools specific to the needs of
the Heat Mechanic trade.

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

Knowledge of applicable building codes, regulations or ordinances.

Ability to work in safe and efficient manner.

Ability to operate computer.

**MINIMUM REQUIREMENTS**

**Education:** High school diploma or GED.

**Experience:** Certificate in relevant DOL apprenticed trade OR five 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**

Equal amount of time spent indoors and outdoors with possible exposure to extreme hot or cold
temperatures for one hour plus. Possible exposure to distracting/uncomfortable noise levels.
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.