

NEW MEXICO JUDICIAL BRANCH

HEATING, VENTILATION AND COOLING (HVAC) MAINTENANCE WORKER

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under direction, maintain the heating, ventilation and cooling (HVAC) system of a court house. Plan and oversee the care of a HVAC system and associated building equipment, maintenance and operations.

QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: Three (3) years of experience in heating, ventilation and cooling system maintenance.

Experience Substitution: Experience in general facility maintenance and/or mechanical systems may substitute for heating, ventilation and cooling system maintenance experience at a rate of one year equals 6 months.

Certification: Must successfully receive an Environmental Protection Agency HVAC Certification, or be re-certified within 6 months of initial appointment.

Licensure: Valid New Mexico Driver's License.

Knowledge: Knowledge of mechanical systems, heating, ventilation and air conditioning, electrical, plumbing, heating and refrigeration systems, control systems (i.e., Johnson Controls, Metasys), building blue prints and sketches, general mechanics, compressors, condensers, power and manual tools, computer control lighting systems, general construction; city and state building codes; OSHA regulations, Material Data Safety Sheets (MSDS), and Americans with Disabilities Act (ADA) requirements; budget and procurement, plumbing and electrical functions, mechanical systems; equipment and tools to perform essential functions.

Skill & Ability: **Skill** in performing preventative maintenance on heating and cooling systems; reading and interpreting manuals, blueprints and sketches; diagnosing problems and resolving complex issues; setting short and long-range goals; planning and prioritizing work; reading and understanding contracts; verbally communicating with customers, contractors, and vendors, and following up with good customer service in person and/or over the phone; maintaining confidentiality; interpreting warning, hazard and product and equipment use labels; using different tools (i.e., compressors, condensers, power and manual tools, saws, drills, paint brush) properly and safely; working independently. **Ability** to work under severe time constraints and meet multiple demands from several people; to assume responsibility for the safety and well-being of yourself and others; assist with the building maintenance budget; periodically attend training, meetings and presentations; to appreciate the

uniqueness of a prominent public facility and courthouse structure; to be creative in safely solving issues of such building; to operate a vehicle; be computer literate.

EXAMPLES OF WORK PERFORMED

Diagnose HVAC problems and deficiencies; assist in coordinating activities of private HVAC contract personnel; maintain lighting control system, computer and manual lighting control systems; maintain key cabinet, make keys, issue keys and log use of keys following proper control procedures; recommend and implement changes in facility plant operation; schedule HVAC work flow; recommend contemporary HVAC practices; identify energy conservation opportunities; maintain a safe and healthy work environment for all employees in the facility; maintain inventory control of supplies, parts, tools and equipment; perform service and repairs on mechanical systems; work with vendors who service HVAC systems; inspect building and equipment to determine maintenance schedule; provide recommendations for modifying existing facility; assist in developing and monitoring HVAC upgrades; prepare reports and make recommendations to court administration regarding building HVAC maintenance priorities; assist in monitoring and inspecting projects to insure compliance with building codes; assist with preparation of annual budget; monitor expenditures and inventory control; and other maintenance duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed in an office or court environment and outdoors. The employee is frequently required to reach forward with hands and arms; lift, carry and/or move furniture and equipment, push or pull up to 75 pounds, perform repetitious hand, arm or finger motions, and regularly sit, stand, walk, kneel, stoop for long periods of time. Employee may be expected to climb a ladder, crawl on the floor, work in confined spaces, exposed to inclement weather, fluctuating building temperatures, loud noises, electrical shock, and toxic/noxious fumes associated with hazardous materials.

The employee may be required to be on-call 24 hours per day. Overtime and/or flexible work hours may be required. Employee may be expected to work weekends.

Dev: 6/6/08; Rev: 4/24/15