



University System of Maryland Job Class Specification

TITLE: HVAC CHIEF
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: 49-1011

JOB CODE: N16HVE
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHP MNT

APPROVED BY: Chancellor's Designee:
Donald Tynes, Director of Human Resources

EFFECTIVE DATE: 7/7/2001

JOB SUMMARY

(1) Under general supervision, functions as a working supervisor of a team of three or more HVAC Mechanics and has total responsibility for the complete maintenance, proper operation, service and repair of a wide variety of large, complex commercial and industrial heating, ventilation and air conditioning (HVAC) systems, including large regional heating and cooling facilities up to 4,000 tons. This typically includes reciprocating, screw, centrifugal and absorption chiller plants and complex pneumatic and/or electronic environmental control systems and encompasses air and water balance requirements and completion of plumbing, low pressure steam and electrical tasks associated with HVAC operations. (2) Non-supervisory option: Performs the work outlined above in a non-supervisory role, as an expert senior mechanic. May be responsible for leading less skilled HVAC mechanics and skilled crafts people.

PRIMARY DUTIES

1. Organizes, assigns, and coordinates the technical maintenance work and installation services rendered by HVAC Mechanics and other skilled, semi-skilled, and unskilled workers.
2. (2) Non-supervisory option: Performs the work as a senior mechanic with a level of expertise higher than that of an HVAC Mechanic III.
3. Performs all the duties of HVAC Mechanic III.
4. Supervises and trains skilled and unskilled workers assigned to projects; assigns specific tasks to workers; evaluates results; participates in performance evaluations and recommends areas for individual training and development.
5. Inspects completed job assignments for adherence to trade standards.
6. Prepares estimates of time, labor and materials to be used on assigned tasks. Compares cost of completed jobs with original cost estimates.
7. Prepares specifications for the requisition of equipment, tools,

N16HVE - SYSTEMWIDE - HVAC CHIEF

Page 2

parts, and supplies. Inspects these items on receipt for adherence to specifications.

8. Prepares a variety of special and recurring reports reflecting daily operations and project status.
9. Operates standard equipment including power and hand tools.
10. Ensures operational readiness and safety of work areas, tools, and equipment; conducts routine inspections; performs routine repairs and maintenance on equipment and tools.
11. Assists higher level supervisors in administrative tasks such as scheduling, occupational safety, security, and other workplace standards.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Ten years progressively responsible experience in any combination of air conditioning, refrigeration, temperature control, steamfitting, stationary engineering, plumbing or heating trades. Two years of this experience must have included the supervision of journey level mechanics in these trades. (2) Non-supervisory option: Supervisory experience not required.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of the principles of air conditioning and refrigeration; of the practices and techniques used in the installation, repair and maintenance of HVAC equipment and systems; of refrigerant types, environmental impact, and gas reclamation procedures and equipment. Thorough knowledge of OSHA regulations related to the refrigeration trade; of National Electric Code; of basic mathematics including area, volume, and weights and the practical application of fractions, percentages, ratios, and proportions. Thorough knowledge of plumbing, steamfitting, and the electrical trades as they pertain to HVAC systems. Skill in the installation, repair and maintenance of commercial or industrial HVAC equipment and systems; in the use and maintenance of tools and equipment of the trade; in welding, brazing, soldering, and silfoss; in reading and interpreting blueprints, schematics, drawings, specifications, and contract documents; in the use of dial indicators, vernier calipers, and depth micrometers; in using computers to diagnose HVAC system problems. Ability to read and explain manufacturer recommendations regarding scheduled and preventive maintenance, servicing and operation; to prepare written reports; to communicate effectively both orally and in writing; to supervise and train HVAC Mechanics and other maintenance personnel in the HVAC trade; to program computers for HVAC system operations; to estimate costs of installing HVAC systems up to 100 tons; to work in, on, around, over and under fixed equipment and machinery; to work at heights up to 35 feet; to manipulate heavy equipment, tools and supplies and/or exert force up to 50 lbs.; to concurrently manipulate multiple controls

N16HVE - SYSTEMWIDE - HVAC CHIEF

Page 3

on machinery and equipment; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Employees assigned to work with CFC refrigerants must maintain valid certification (Universal level) in accordance with federal law. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.