



HVAC Mechanic

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HVAC MECHANIC I	9812	A16	\$40,918 - \$61,130
HVAC MECHANIC II	9814	A18	\$45,521 - \$71,055
HVAC MECHANIC III	9816	A20	\$51,158 - \$81,351
HVAC MECHANIC IV	9818	A22	\$57,614 - \$93,138

GENERAL DESCRIPTION

Performs heating, ventilation, and air conditioning (HVAC) mechanic work involving installing, repairing, and maintaining HVAC equipment and systems.

EXAMPLES OF WORK PERFORMED

Performs maintenance on HVAC equipment and systems.

Observes and performs periodic inspections to ensure efficiency of HVAC systems.

Checks performance of thermostats, automatic controls, and pressure gauges.

Cleans, services, oils, and adjusts equipment; tightens fittings; aligns and repacks pumps; replaces belts; and changes and cleans filters.

Replaces defective compressors, cleans and recharges systems, and repairs motors and thermostats.

Coordinates parts and material requirements with supply room or warehouse.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Note: *Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

Factors that may distinguish between entry and journey levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related work experience, education, and certifications. Employees at the journey level may independently perform the full range of work listed in the examples above or may routinely assist others in that work. They may also assist others performing work of greater complexity.

HVAC MECHANIC I: Performs entry-level heating, ventilation, and air conditioning (HVAC) mechanic work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees at this level may have limited experience and spend the majority of their time performing simple to routine work following standard procedures.

HVAC MECHANIC II: Performs complex (journey-level) heating, ventilation, and air conditioning (HVAC) mechanic work. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may:

- Overhaul and service HVAC equipment.
- Overhaul and service air compressors and pumps associated with HVAC equipment and systems.
- Repair and replace worn or broken parts on condensers, compressors, and water and vacuum pumps.
- Repair or adjust valves, piping connections, fittings, and couplings.
- Test equipment for refrigerant leak, charging, and metering device issues.
- Remove and install motors, thermostats, and humidistats.
- Adjust expansion valves and add gas to refrigeration units.
- Check gauges and perform preventive maintenance work.
- Maintain records and prepare reports on repairs and service to equipment.
- Maintain, test, and repair backup generators and power supply systems.

***Note:** Any senior-level employee (levels III-IV) may serve in a lead role. Senior-level employees may perform the full range of work identified in the levels preceding their own, may provide guidance to other HVAC mechanics, and may coordinate or oversee HVAC projects. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity of the work; and the employee's related work experience, education, and certifications.*

HVAC MECHANIC III: Performs advanced (senior-level) heating, ventilation, and air conditioning (HVAC) mechanic work. Work involves coordinating the installation, repairs, and overhaul of HVAC equipment and systems based on work orders and preventative maintenance activities. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Monitor energy consumption of HVAC systems and makes recommendations for increased energy efficiency in operations.
- Setup and install complex HVAC electrical components.

HVAC MECHANIC IV (Added 9-1-2023): Performs highly advanced (senior-level) heating, ventilation, and air conditioning (HVAC) equipment work. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Plan and oversee HVAC system replacement and renovation projects.
- Develop HVAC maintenance estimates.
- Inspect jobsites to ensure contract compliance, proper workmanship, and safety.
- Review the work of others to ensure compliance with applicable codes or ordinances.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in HVAC work. Graduation from a standard senior high school or equivalent, supplemented by vocational or special training in the HVAC trade, is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of general principles and theories of pressure, vacuum, vaporization, and heat conduction; and of safety regulations.

Skill in the use of tools required to maintain and repair of HVAC equipment.

Ability to understand and follow directions; to work from blueprints and sketches; to maintain proper heating, ventilation, and air conditioning levels; to diagnose malfunctioning units; to maintain records; and to communicate effectively.