

FACILITIES MAINTENANCE HVAC

DEPARTMENT : **COMMUNITY DEVELOPMENT - REHABILITATION**
SALARY :
FLSA : **NON EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **MUNICIPAL EMPLOYEES LOCAL #177**

GENERAL DESCRIPTION

Skilled technical position, reporting to the Maintenance Supervisor and under the general direction of the Administrative Director, responsible for a variety of maintenance duties including but not limited to the following: installs, maintains and repairs heating and air conditioning equipment in City facilities working from plans, blueprints, drawings and diagrams; keeps accurate records and work diagrams of plumbing and HVAC projects; works with construction and maintenance contractors to ensure mechanical integrity of City buildings and facilities when plumbing or HVAC work is being performed; assists in coordinating a preventive maintenance program for City facilities and equipment; regularly inspects the structural and maintenance aspects of City facilities; responds to maintenance emergencies in City facilities and assists in making major or minor repairs as directed; performs scheduled repairs of City facilities and equipment; installs and repairs, plumbing, heating and air conditioning equipment in City facilities including Five Sullivan Brothers Convention Center; assists other department personnel in electrical, plumbing, mechanical, carpentry, general buildings and grounds maintenance as needed; may act in a supervisory capacity; shares night/weekend/holiday call on a rotating, weekly basis with other employees in the department; other duties as assigned.

ESSENTIAL FUNCTIONS

These functions are considered essential for successful performance in this classification.

1. Ability to stoop, kneel, reach, turn, crawl, climb, or crouch for an extended period of time in cramped or difficult to reach areas.
2. Ability to read the English language, to hear, see and communicate with coworkers, outside contractors, members of the public, and public officials both orally and in writing.
3. Required to possess color vision necessary to identify indicator lights on electronic control panels, electrical wiring, heating, cooling, and plumbing pipes.
4. Required to possess depth perception and peripheral vision while climbing, walking, pushing, pulling, carrying, lifting or standing.
5. Ability to assess and repair complex maintenance problems using tools, materials and procedures involved in building maintenance operations.
6. Ability to move physically from one City facility to another with tools and equipment.
7. Ability to use independent judgement to recognize and solve problems as they occur and to purchase equipment and supplies as needed.

8. Ability to work from ladders, scaffolding, or man-lift up to forty (40) feet in the air.
9. Ability to observe and enforce appropriate safety precautions.
10. Required to lift and carry various items weighing up to forty (40) pounds on a frequent basis.
11. Required to wear personal protective equipment such as safety shoes, safety eyewear and hearing protection.
12. Ability to push/pull service equipment and work on slippery or wet surfaces and in adverse weather conditions.
13. Regular attendance on the job and at the work site is required.

MINIMUM QUALIFICATIONS

1. High school diploma or GED.
2. Journeyman HVAC certification; commercial heating/refrigeration technician certification with at least two years experience in heating, cooling and refrigeration; EPA refrigeration recovery certified.
3. Experience in commercial installation, repair and maintenance, including working on restaurant equipment.

4. Prefer commercial chiller experience; prefer plumbing knowledge; prefer finish carpentry skills; prefer knowledge of pump and fluid controls, pneumatic and hydraulic systems.
5. Able to read and work from blueprints, plans and diagrams.
6. Knowledge of standard practices, tools and terminology of all construction trades.
7. Considerable knowledge of occupational hazards associated with complex building maintenance operations.
8. Required to possess and maintain a State of Iowa Driver's License and satisfactory driving record based on City of Waterloo driver performance criteria. Periodic review of driving record will be made. Loss of license will result in layoff or termination depending on the seriousness of the offense.

9. Willing to comply with the City of Waterloo Residency Policy for Critical Employees (must reside within 10-mile radius of Waterloo City Hall).
10. Following a conditional offer of employment, the City of Waterloo requires a physical examination including a drug screen by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.
11. Subject to Civil Service examination procedures including oral interview testing.

WORK SCHEDULE

Shift will generally be 7:00 a.m.-3:30 p.m. Monday through Friday with one-half hour unpaid lunch. Will be required to respond to emergency calls on weekends, nights, and holidays, alternating with other department personnel. May be required to work considerable overtime when assigned to special projects.