JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

HVAC Mechanic Senior

Job Code: 7135

Salary Grade: S09

FLSA Status: Non-Exempt

Job Family: Service/ Crafts/ Trades

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Under general direction, inspects, tests, maintains, repairs, calibrates, and installs mechanical refrigeration and equipment, air conditioning, heating, compressed air, and vacuum systems.

- Cleans air conditioner condensers, coils, dampers on air chandlers, and grills on ceiling and walls. Maintains exhaust fan systems. May clean and maintain shop and equipment rooms.
- Tests system operations for leaks and defects using gauges and instruments. Troubleshoots the problem and makes any necessary repairs to the system. May estimate costs and recommend replacement of equipment to the Lead or Supervisor.
- Works on specialized lab equipment such as centrifuges, ultra-low temperature freezers, and alcohol chillers. Installs, repairs, and maintains a variety of electronic and pneumatic equipment.
- Fabricates sheet metal using correct tools and equipment. Follows safety rules and regulations.
- Adjusts or replaces worn or defective mechanisms and parts and reassembles repaired systems.
- Installs complex expansion and control valves, flex and metal ducts, fan coil units, pipes, wiring, and insulation.
- Maintains records of repair, replacements, and time spent on each job.
- Continues to stay abreast of changing technologies, procedures, and products by reading trade journals, operating manuals, and attending workshops and seminars.
- May clear ice and snow from sidewalks, streets, and parking areas with hand tools and/or heavy equipment.
- Participates in training and educational activities. May train others on procedures and operation of equipment.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School Diploma, GED, Vo-Tech or Trade School Certification.

Experience:

Required: 24 months refrigeration experience.

Required Certifications or Licenses:

- Current State of Oklahoma HVAC License.
- Federal EPA refrigeration certification.
- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of tools used to repair and maintain refrigeration systems
- Knowledge of HVAC and building codes/permits
- Identifies problems and discusses possible solutions with the supervisor
- Understands safety rules and regulations
- Ability to communicate verbally and in writing
- Ability to read and interpret complex schematics, blueprints, and drawings
- Ability to lift and move heavy equipment

Working Conditions

Physical:
Climbing stairs. Working with arms extended above head. Carrying tools up to and/or in excess of fifty pounds up or down stairs. Lifting heavy objects (minimum seventy-five pounds) at awkward angles. Using repeated hand and wrist movements.

Environment: Inhaling onerous odors. Handling greasy materials. Using small hand tools. Works in cramped positions. Some overtime required, including nights, weekends, and holidays. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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