JOB DESCRIPTION

Senior Heating and Air Conditioning Mechanic

Definition of Class
This is a supervisory position, which performs work at a journeyman level. The incumbent, who is responsible for reporting directly to the Heating and Air Conditioning Supervisor, provides technical guidance to subordinate personnel, and installs, maintains, modifies, overhauls, services, and repairs all types of heating/air conditioning systems and equipment. Maintains work assignments and reviews work in progress and completed work of subordinate employees.

Examples of Work Performed
Installs, maintains, adjusts, modifies, and performs major overhaul and repairs of heating, refrigeration, and air conditioning systems by interpreting blueprints, manufacturer specifications, written and verbal instructions.

Makes initial settings and final adjustments of heating, refrigeration and air conditioning systems and modifies existing installations to obtain required results.

Installs, troubleshoots, repairs or calibrates and maintains reciprocating and centrifugal chillers, cooling towers, direct expansion systems, electric blast coils, immersion coils, pumps, fans, starters, pneumatic and electric controls, electrostatic filters, domestic refrigerators, laboratory ultra-low temperature boxes, walk-in coolers and freezers, fountain equipment, ice makers, boilers, and water heaters.

Checks and adjusts complete heating, air conditioning, and refrigeration systems after installation.

Charges all types of refrigeration equipment.

Follows a predetermined schedule of preventive maintenance; makes recommendations regarding major overhaul of systems.

Provides technical guidance and direction to subordinate personnel.

Plans and schedules work for shop in supervisor’s absence.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Installs and maintains heating, refrigeration, and air conditioning systems.
2. Adjusts and modifies existing installations to obtain desired results.
3. Performs scheduled preventive maintenance and recommends major overhaul of systems.
4. Provides technical guidance and direction to subordinate personnel.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to reach with hands and arms; stand; walk; climb or balance; stoop, kneel, crouch or bend; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to sit.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

- **Experience:**
  Six (6) years of experience related to the above described duties.

- **Certification:**
  Incumbent must be an Environmental Protection Agency (EPA) certified universal technician.

- **Licensure:**
  Incumbent must have a valid Driver's license.

**Background Check Requirements**

This position requires a background check upon hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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