JOB DESCRIPTION

Heating and Air Conditioning Mechanic

**Definition of Class**
Performs at journeyman level, works in the installation, maintenance, modification, overhaul, service, and repair of all types of heating, air conditioning, and refrigeration systems and equipment. The position is non-supervisory and responds directly to the Supervisor Heating and Air Conditioning Shop.

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

Makes initial settings and final adjustments of 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, radiators, and other types of heating equipment.

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 lower rated personnel.

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 required results.
3. Performs preventive maintenance.

**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.
- **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 stand; walk; use hands to finger, handle or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch or bend. The incumbent is periodically required to talk and hear; and reach with hands and arms. The incumbent is occasionally required to sit; and taste or smell.

**Experience/Educational Requirements:**

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

  AND

- **Experience:**
  Four (4) years of experience related to the above described duties.

  AND

- **Certification:**
  Incumbent must receive an Environmental Protection Agency (EPA) Universal certification within first 6 months of employment.

  AND

- **Licensure:**
  Incumbent must have a valid Mississippi 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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