



**External Job Posting**

Requisition #: 170000DN  
Posting Date: September 29, 2017  
Closing Date: Open Until Filled  
Official Title: HVAC Refrig Mechanic II  
Functional Title: HVAC Technician  
Location: District 6 – Boston- Havre Street Engineering  
Vacancies: 4  
Salary: \$47,494.46 – 65,849.42  
Schedule: Full-Time  
Shift: Multiple  
Bargaining Unit: C  
HR Generalist: Felis DePina  
Diversity Officer: Derrick Mann – 857-368-8541  
ADA Coordinator: Allan Motenko – 857-368-8738

**Duties & Responsibilities:**

The incumbent is primarily responsible for maintaining HVAC cooling systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of equipment and assisting other skilled trades as required.

The incumbent should be familiar with various control systems (DDC for HVAC).

The incumbent may be assigned to perform a wide variety of tasks within other building maintenance skilled crafts that do not require a specific license or certification.

**DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES**

- Receives specific assignments and obtains materials and special tools from stock as required.

- Uses all standard and special tools required of primary craft and all standard tools required of other crafts as necessary.

When performing work at the HVAC Refrigeration & Mechanic II level the incumbent:

- Reads and interprets written instructions, diagrams and maintenance manuals.
- Investigates building equipment or structures to identify causes of breakdown or malfunction and repair.
- Plans and organizes work to be performed and verifies that all necessary materials and parts are available.
- Constructs, assembles, repairs and/or adjusts building maintenance equipment.
- Instructs and directs less skilled workers who have been assigned to assist in major projects.
- Reports breakdowns, deterioration or malfunction of building equipment to Foreman as noted during inspections and may recommend remedial action and/or the use of new materials and equipment.
- Repair and maintain chillers, pumping systems for chillers, cooling towers, as well as pneumatic and electronic temperature controls.
- Repair and maintain compressors for chiller systems and pump stations.
- Repair and maintain water and steam boilers, gas fired heaters, and HV units.
- Repair, maintain and replace for roof top HVAC systems, multi-split HVAC units and computer room HVAC systems.
- Repair and maintain supply and exhaust fans for all buildings, storm water low point pumping stations.
- Maintain and order parts such as belts, filters, contactors and controls for all buildings.
- Performs diversified building and grounds maintenance work below the HVAC Refrigeration Mechanic II level when not engaged in primary craft work.
- Prepares reports on materials, equipment and time spent on various maintenance projects.
- Performs other duties similar in nature and skill level to the above listed duties.

**Minimum Entrance Requirements:**

**This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.**

Applicants must have at least two years of full-time, or equivalent part-time technical experience in the installation, maintenance and repair of heating, refrigeration, ventilating and air conditioning systems, or (B) any equivalent combination of the required experience and the substitutions below.

**Special Requirements:**

Applicant must possess a universal certification under federal requirements 608-air conditioning technician certifications.

Applicant must possess a current and valid refrigeration technician's license by the state of Massachusetts.

Applicant must have a valid Class D vehicle operator's license.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**