

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** MAINTENANCE MECHANIC ASSISTANT SUPERVISOR (HVAC) **GRADE:** 10

**TITLE ABBREVIATION:** MAINT MECH ASST SUP (HVAC) **TITLE NO.:** 6363

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** SC **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** BUILDINGS

**SUPERVISOR'S TITLE:** MAINTENANCE MECHANIC SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves participating and assisting with the supervision of plant maintenance activities at various County facilities to assure the plant's efficient operation and maintenance. The major responsibility of the work focuses on the repair and maintenance of heating, ventilating, and air conditioning systems. The incumbent also supervises a mobile crew of building maintenance workers. Work is performed under the general supervision of the Maintenance Mechanic Supervisor. Immediate supervision is exercised over one or more Building Maintenance Mechanics and/or other assigned subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Directs and attends to the operation and care of heating, ventilating, and air conditioning systems and maintains and repairs auxiliary equipment;
2. Coordinates maintenance, repairs, and projects for heating, ventilating, and air conditioning equipment;
3. Orients subcontractors regarding plant facilities and heating, ventilating, and air conditioning equipment when applicable;
4. On an assigned shift directs and oversees the work of a mobile building maintenance work crew delegating and assigning work orders and maintenance procedures to appropriate personnel and assuring transfer of work to following shift;
5. Monitors building maintenance systems and responds to malfunctions, complaints and/or emergencies in a timely and prioritized manner communicating to supervisor and/or other appropriate personnel of completed, pending and/or continuing problems;

6. Identifies needed parts and materials and, with approval of supervisor, orders and/or purchases in accordance to County's procurement procedures;
7. Disassembles, repairs, replaces, and/or adjusts thermostats, pressurestats, relays, switches, and other automatic control devices;
8. Disassembles and repairs compressors, cooling water pumps, and related components;
9. Services and repairs evaporators, condensers, and receivers;
10. Installs and relocates equipment;
11. Tests for leaks and for excessive load conditions.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of operation of a computerized energy system and the maintenance and repair of automatic temperature control systems, absorption chillers, cooling towers, refrigeration equipment and mechanical HVAC equipment; working knowledge of the practices, tools and materials used in the maintenance and repair of buildings and equipment; mechanical aptitude; ability to act quickly and efficiently in the event of a mechanical failure; ability to follow oral and written directions; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma, and three (3) years of experience in the repair and maintenance of heating, ventilating, and air conditioning equipment.

**SPECIAL REQUIREMENTS:**

- Must possess at time of application and maintain certification as a Type I, Type II, Type III or Universal Technician as outlined in 40 CFR part 82, subpart F.
- Must possess and maintain a valid driver's license.

REVISED: 11/22/19 AT