

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**HEATING, VENTILATING AND AIR CONDITIONING**  
**(H.V.A.C.) MECHANIC**

Spec No. 7007

**BASIC FUNCTION**

To maintain, service and repair heating, ventilating and air conditioning equipment.

**STATEMENT OF JOB DUTIES**

1. Inspects a variety of heating, ventilating and air conditioning equipment such as boilers, tanks, valves, pumps, belts, bearings, shafts, and filters for proper operation, leakage, temperature, alignment, wear and lubrication; diagnoses and troubleshoots malfunctions, determines appropriate remedial action and repairs equipment or calls in appropriate service representative; checks gauges and safety features for proper operation.
2. Maintains, lubricates, oils and adjusts equipment as scheduled and/or necessary; maintains heating and cooling water treatment systems, adding required chemicals as necessary; changes oil and water filters; adjusts and sets temperature and equipment controls.
3. Conducts routine repair, maintenance and cleaning of heating, ventilating and air conditioning equipment including rebuilding boiler pumps and fans; removes and replaces ruptured pipes; replaces bolts, bearings, bushings, seals, heating elements, and valves as necessary.
4. Installs, maintains and repairs a variety of plumbing fixtures including faucets, flushometers, sinks, toilets, urinals, and water and drain lines; cleans and unplugs sewer lines.
5. May act as lead worker over temporary help, work release inmates and/or lower level maintenance personnel as required.
6. Performs related duties as required.

**MINIMUM QUALIFICATIONS**

Four (4) years of experience in the repair, maintenance and servicing of heating, ventilating and air conditioning equipment; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

**SPECIAL REQUIREMENTS**

- A valid State of Washington Driver's License is required for employment.
- Possession of or ability to obtain a valid First Aid Card within ninety (90) days of employment is required.
- Candidates for employment may be required to pass a pre-employment physical examination before being hired.

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **HEATING, VENTILATING AND AIR CONDITIONING (H.V.A.C.) MECHANIC**

Spec No. 7007

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the methods, practices, tools and materials involved in servicing, maintaining and repairing heating, ventilating and air conditioning equipment and systems;
- chemical processes involved in the treatment of water in heating, ventilating and air conditioning equipment;
- the tools, materials, methods, and techniques associated with routine plumbing work;
- the hazards associated with the work;
- safety rules and regulations;
- basic first aid methods and procedures.

Ability to:

- diagnose, troubleshoot, service and repair heating, ventilating and air conditioning equipment skillfully and in conformance with applicable laws and regulations;
- perform general mechanical and building maintenance work;
- use a wide variety of hand and power tools skillfully and safely under a variety of conditions;
- work at heights;
- perform strenuous physical work;
- read, interpret and apply relevant codes;
- read, interpret and work from a variety of blueprints, drawings, sketches and work orders;
- understand and follow oral and written instructions;
- read, understand and follow safety rules and regulations;
- establish and maintain effective work relationships with superiors and co-workers;
- deal courteously and tactfully with the general public.

#### **PHYSICAL EFFORT**

The work involves a variety of manual labor tasks requiring some strenuous physical effort such as lifting objects weighing more than fifty (50) pounds.

#### **SUPERVISION**

Employees report to a Facility Maintenance Supervisor or other supervisor as assigned. The work varies from routine maintenance work such as repairing plumbing fixture to the maintenance and repair of heating, ventilating and air conditioning equipment. The work is performed under limited supervision and the employee generally carries out assigned tasks independently. The work may be spot checked for technical adequacy and conformance with work orders, plans and specifications. The employee may serve as a lead worker as necessary.

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**HEATING, VENTILATING AND AIR CONDITIONING**  
**(H.V.A.C.) MECHANIC**

Spec No. 7007

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites throughout the county. The work may involve working at considerable heights, in confined spaces such as crawl spaces, or from ladders or scaffolding. Employees are exposed to a variety of hazards such as working around high voltage power lines, and are exposed to dust, fumes, grease, inclement weather and so on.

Employees are required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1983  
Previous Spec. No. 863  
EEO Category: 7 – Skilled Craft Workers  
Pay Grade: 236 – Classified Pay Plan  
Workers comp: 1501 Hazardous