



HVAC MECHANIC

Job Title: HVAC Mechanic
Department: Operations
FLSA Status: Non-Exempt
Revised: September 2021

Spectrum Management is a Facilities and Construction Management Company that services both private and public organizations. Serving the National Capital Region for over 16 years, Spectrum Management provides a comprehensive array of real estate services that include: construction management, facilities maintenance, landscaping and snow removal, janitorial services, and real estate development.

***ACTIVE SECRET OR TOP SECRET CLEARANCE REQUIRED**

SUMMARY

The HVAC Mechanic ensures the operation and function of machinery and mechanical equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Services, maintains, calibrates, adjusts, inspects, diagnoses and repairs HVAC&R equipment including heating, ventilation, compressed air, air conditioning, and refrigeration equipment such as boilers, cooling towers, water chillers, pumps, freezers, refrigerators, air conveyance systems, gas heaters, and complex hydronic systems using direct digital or analog control devices and timing switches
- Monitors and adjusts levels of fluids/gasses in HVAC&R filters, lines, valves, and control components
- Conducts inspections of systems and associated plant as required.
- Maintains plant and equipment in sound operating condition.
- Diagnoses and repair HVAC system problems as assigned by Work Control. If beyond incumbent's scope of knowledge, identify, contact and schedule the appropriate resources required to resolve the problem.
- Provides direction and support to sub-contractors designated to perform repair of plant, equipment and/or hardware.
- Interfaces with building managers and other customer representatives in order to ensure client satisfaction.
- Modifies existing heating, ventilating, and air conditioning systems
- Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments
- Removes defective parts by dismantling devices
- Performs preventative maintenance and repair tasks
- Purchases supplies, equipment and related materials
- Conducts facility and machinery inspections
- Any other duties deemed necessary by the company

SUPERVISORY RESPONSIBILITIES

The HVAC Mechanic is not a supervisory role.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Active Secret Clearance
- High school diploma or GED
- Must possess a valid Master HVAC license
- 5+ years of experience of experience in electrical or a Journeyman Electrician License
- Universal CFC Certifications
- Valid driver's license with reliable transportation

COMPETENCIES

- Ability to prioritize work requests and orders according to departmental needs
- Ability to communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy
- Ability to assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Ability to provide prompt, efficient and responsive service
- Ability to exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Basic computer skills to input, retrieve, view and print information from facilities management and maintenance tracking systems
- Ability to work overtime and weekend hours as needed with short notice

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Tasks involve physical effort, i.e. frequent standing and walking, or frequent light lifting (up to 60 lb.); manual dexterity in the use of fingers, limbs, or body in the operation of cleaning supplies and equipment.
- Occasionally required to climb, balance, stoop, kneel or crawl. Tasks may involve extended periods of time while standing.
- Extended period of standing or walking. Manual dexterity to work efficiently with cleaning materials.
- Task requires:
 - Sound perception and discrimination
 - Visual perception and discrimination
 - Oral communications ability.
- The job will require up to 25% regional travel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The tasks will generally be performed in an environment that is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. There is occasional exposure to high, precarious places; extreme cold and extreme heat. The noise level in the work environment is usually loud.

DISABILITY SPECIFICATIONS

Spectrum Management will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

To Apply: Please fill out our online application or submit a cover letter and Resume to HR@smusa.us.

*Spectrum Management is an Equal Opportunity/Affirmative Action Employer.
Women and members of minority groups encouraged to apply.*