



**Position: Lead HVAC Mechanic**

**Selection: Application and Interview**

### **Overview**

This is a skilled position responsible for leading and performing work across multiple building trades, with a primary focus on **HVAC, hydronics, chiller operations, and refrigeration systems**. The Lead HVAC Mechanic oversees and supports the maintenance and operation of mechanical plants, including diagnosing, troubleshooting, and repairing HVAC components and systems. Additional responsibilities may include facility repairs, system upgrades, and special projects as needed. This role requires flexibility, as work is performed on a varied schedule and may occur during nontraditional hours.

### **RESPONSIBILITIES AND DUTIES**

- Perform preventive maintenance and repairs on HVAC equipment in an industrial environment, including air handlers, BAS systems, pumps, controls, and related components.
- Conduct daily equipment inspections to ensure proper operation.
- Operate, troubleshoot, and repair boilers and chillers.
- Perform emergency repairs on electrical and mechanical systems, including HVAC, refrigeration, compressors, lighting, plumbing, and emergency generators.
- Maintain water treatment programs for closed-loop systems.
- Monitor facility hydronic systems to ensure proper performance.
- Use hand and power tools such as drills, torches, saws, and related equipment.
- Locate, source, and procure parts and equipment necessary to complete repairs.
- Complete repairs efficiently and in a timely manner.
- Collaborate with supervisors, contractors, and team members to support facility operations and event requirements.
- Perform other duties as assigned.

### **REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of standard methods, practices, tools, and equipment used in mechanical plant operations and maintenance.
- Knowledge of refrigeration cycles and safe handling practices.
- Ability to read and interpret mechanical and electrical blueprints and schematics.

- Ability to develop and execute maintenance plans for assigned equipment.
- Knowledge of safety procedures and hazards associated with industrial equipment.
- Working knowledge of Building Automation Systems (BAS).
- Knowledge of basic electrical principles, operations, and safety standards.
- Ability to work effectively with department staff, facility personnel, clients, and the public during events.
- Strong sense of ownership and willingness to take responsibility within the Engineering Department.
- Ability to apply sound judgment, adaptability, creativity, and problem-solving skills.
- Willingness to address maintenance issues proactively, even outside direct assignment when necessary.
- Ability to follow direction while also working independently.
- Ability to perform under pressure in a fast-paced, event-driven environment.
- Ability to work rotating schedules to support events and facility operations.
- Physical ability to lift up to 60 pounds, climb ladders, squat, kneel, and work at heights.
- Ability to operate scissor lifts, boom lifts, and work on catwalks when required.
- Ability to work safely in and around active construction zones.
- Knowledge of pneumatic controls is preferred.

### **DESIRABLE TRAINING AND EXPERIENCE**

- High school diploma or equivalent required; vocational or trade school training preferred.
- Experience working in a physical plant or large facility environment is desirable.
- Position reports to the Engineering Department Manager and Supervisor; guidance and support will be provided as needed.

### **BENEFITS**

Benefits package includes medical, dental, and vision coverage, cafeteria plan options, RSA retirement, and a 457(k) plan.