



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Lead A/C Mechanic - HVAC	Job Code:	801720	Job Grade:	AM
Reports To:	Maintenance Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Facilities Management	Loc. Code:	3011074	SIC Code:	1711
				WC Code:	8810
Division:		CS Code:	C	EEO Code:	G15

Summary of Functions: Acts as a lead to mechanics and other personnel, providing training, technical expertise and assistance in the installation, repair and maintenance of heating, air conditioning, ventilation equipment and support equipment and utilities such as electrical and plumbing.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Performs the installation, operational maintenance and major repair work on commercial air conditioning, heating, refrigeration and ventilation equipment.	30	E
2. Completes preventive maintenance inspections, makes minor adjustments to keep equipment in proper operating condition, and makes recommendation for corrective action when necessary.	20	E
3. Receives and completes work orders concerning adjustments and repair of equipment.	15	E
4. Repairs and maintains electrical machinery, pumps, electronic/automated HVAC controls, low and high-pressure boilers and steam and hot system controls.	10	E
5. Evaluates system problems and makes recommendations to supervisor.	10	E
6. Trains, instructs and assists mechanics and others.	10	E
7. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Three (3) years of work related experience (per Facilities hiring/promotion matrix).

Special Note: One (1) year of work related experience can be substituted for one (1) year of formal training or any combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must pass a security clearance check.

Physical/Environmental Requirements:

Requires the ability to climb ladders and lift weights in excess of 50 lbs., assisted. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations.

Hay Points/Point Factor:

COL2=150, E3=30, VM2B=15, PD2A=10, WH1C=20, WE2C=20, IC2A=15, DL3=20, PS2=15, RE1B=10, SF2A=15, TTL: 320

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date October 2003; 8/2015

Approved by Civil Service Commission on

Date November 17, 2003,
8/11/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.