

M A R Q U E T T E G E N E R A L H E A L T H S Y S T E M S

JOB DESCRIPTION

POSITION: Mainten. ~~Mechanic~~/Spec.-HVAC DEPARTMENT: Maintenance (8340)
SUPERVISED BY: Supervisor, Maintenance SUPERVISES: None
EFFECTIVE DATE: January, 1994 JCC: 414
REVIEW DATE: 1/94; 7/95; 11/95; 1/97; 3/98 REVISED DATE: 1/94; 7/95; 11/95
3/98; 2/99; 2/00; 9/01; 6/02; 1/4; 2/05 1/97; 3/98; 2/99; 6/02 1/04; 2/05
PREPARED BY: Brett Young *Bmy* TITLE: Dir, Mainten/Clinic Eng.
RECOMMENDED BY: Dennis Boe *DB* TITLE: Assistant Administrator
APPROVED BY: Al Hendra *AH* TITLE: Asst. Admin./Hum. Res.

POSITION SUMMARY:

Maintains, repairs, and installs refrigeration, cooling, and air conditioning equipment of the hospital

Does **POSITION ACCOUNTABILITIES/COMPETENCIES**:**
Meets Not
Meet*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Installs, repairs, maintains and operates various air handling units, air delivery systems and associated equipment and control systems. (1,2,3,4,5)
- 5. Installs, repairs, maintains and operates various refrigeration and air-conditioning systems and associated equipment and control systems. (1,2,3,4,5)
- 6. Maintains air quality, air quantity, differential pressure relationships and associated standards. Utilizes applicable HVAC and building codes and standards. (1,2,3,4,5)
- 7. Assists and acts as a resource for other maintenance staff with regard to HVAC and refrigeration problems and issues. (2,4)

- 8. Utilizes appropriate hand and power tools and test equipment related to the trade. (1,3,4)
- 9. Reads, interprets and utilizes blueprints and schematics as required for job performance. (2,4)
- 10. Specifies and orders parts and supplies as needed to perform job responsibilities. Maintains and stocks appropriate inventories. (2,5)
- 11. Assumes the role of charge person when requested. (2)
- 12. Performs preventative maintenance as assigned. (5)
- 13. Maintains records, logs, files and crates reports as required. (5)
- 14. Maintains a clean, safe working environment. (5)
- 15. Attends and participates in meetings, in-services and educational programs as required.
- 16. Performs other related duties as assigned or requested.

*Comment or data needed to support this.

**Those activities that employees are required to and able to perform independently following procedure and/or criteria.

POSITION QUALIFICATIONS:

Minimum Education:

- 2-3 yrs post high school vocational/specialized training

Minimum Experience:

- 3 yrs as a maintenance mechanic

Preferred Experience:

- 4-5 yrs as a maintenance mechanic

Required Registration:

- Refrigeration transition and recovery

Other Skills:

- Answer telephones
- Balance figures
- Calculator
- Diagnostic equipment
- Hand and power tools
- Metasys computer
- Knowledge of HVAC and building codes and standards

Physical Demands:

- Extremely heavy physical effort (lift/carry 50 lbs. or more)
- Occasional prolonged standing/walking
- Lifts supplies/equipment
- Pushes/pulls or moves/lifts heavy equipment/supplies
- Manual dexterity and mobility
- Considerable reaching, stooping, bending, kneeling, and crouching

Vision Demands:

- Far Acuity - ability to see clearly at 20' or more
- Near Acuity - ability to see clearly at 20" or less
- Depth perception - ability to judge distances and space relationships
- Color vision - ability to distinguish and identify different colors

Working Conditions:

- May be exposed to infections and contagious diseases
- Occasionally exposed to radiation hazards
- Exposed to odorous chemicals and specimens
- Exposed to housekeeping/cleaning agents/chemicals
- Subject to burns and cuts
- Subject to injury from moving parts of equipment
- Works in precarious or high locations (ladders, scaffolding, etc.)
- Exposed to hot or noisy equipment
- Exposed to hazards of steam and heat
- Occasionally subjected to irregular hours
- Handles absentee replacement on short notice
- Exposed to dangers of assaults/hazards from investigating alarms

Protective Equipment:

- Eye protection
- Face protection
- Mask
- Utility gloves

Environmental Conditions:

- Extreme cold-temperature cold enough to cause marked bodily discomfort
- Noise-sufficient noise to cause distraction or possible hearing loss
- Vibrations-strain on the body to cause bodily harm if endured daily
- Hazards-conditions where there is danger to life, body, and/or health
- May be exposed to extremes of heat and cold in all weather conditions

- (1) The performance of this function is the reason that the job exists and is a critical activity.
- (2) There are limited employees among whom the performance of this function can be distributed.
- (3) This function occupies a great deal of the employee's time.
- (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
- (5) Failure to perform this function may have serious consequences.
- (6) The function was performed by past employees, and is performed by current employees.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. 8340A414.doc