



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**Heating and Ventilating Mechanic**

DATE ADOPTED: 1/1/78

LAST REVISION: 4/17/26

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is skilled maintenance work involving the responsibility for the repair of heating, ventilating and air conditioning equipment so as to achieve safe, efficient and comfortable operating conditions. Work is performed under general supervision. General supervision is exercised over the work of subordinate personnel.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Cleans, lubricates and services all heating, ventilating and air conditioning equipment;
2. Repairs and replaces electrical controls, thermostats, relays, pumps and related equipment;
3. Investigates complaints regarding the heating of rooms;
4. Performs appropriate tests and makes appropriate adjustments;
5. Installs and repairs electrical systems;
6. Installs and repairs plumbing and piping;
7. Establishes and enforces safety practices and procedures for maintenance employees;
8. Assists in the compilation of the annual budget for the maintenance staff;
9. Makes recommendations in the purchase of equipment and supplies for use by the maintenance staff;
10. May be required to paint boiler equipment and/or the boiler room;
11. May be required to participate in snow and ice control activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the care and maintenance of building; thorough knowledge of the construction, operation and maintenance of heating, ventilating, air conditioning and related equipment; Ability to repair and maintain heating and air conditioning equipment in a safe and efficient manner; Ability to understand and follow complex oral and written directions; ability to plan and supervise the work of subordinate employees; good judgment; dependability; resourcefulness; physical condition commensurate with the demands of the position.



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**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Possession of an Associate's degree in heating and ventilating mechanics or a related field AND three (3) years experience in the maintenance and repair of such equipment;
- OR: (B) Five (5) years of experience in the repair and maintenance of heating and ventilating equipment;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Must possess a valid EPA Section 608 Universal Certification by an EPA-approved certifying organization at time of application and to maintain position.

Must obtain HFO/A2L safety certification within (6) six months of appointment. Such certification must remain valid to maintain position.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISION HISTORY:** 1/1/78 11/26/79 09/01/81 04/17/26