

Building Equipment Mechanic - Career Ladder

Revised 8/23/22

	Building Equipment Mechanic I	Building Equipment Mechanic II
Grade:	23	25
Job Class Level	Journey level work involving the maintenance and operation of building heating and cooling systems and associated equipment.	Master level work involving the maintenance and operation of building heating and cooling systems and associated equipment.
Education (Minimum)	H.S. diploma or GED	H.S. diploma or GED
Yrs. of Experience (Minimum)	3 years experience with commercial heating ventilation and air-conditioning systems, air handling units, VAV boxes and rooftop packaged units.	5 years experience with commercial heating ventilation and air-conditioning systems, air handling units, VAV boxes and rooftop packaged units.
Certifications (Required)	<ul style="list-style-type: none"> • Maryland 4th grade Stationary Engineer license. • EPA Section 608 Universal 	<ul style="list-style-type: none"> • Maryland 3rd grade Stationary Engineer license. • EPA Section 608 Universal
Training (Required)	N/A	N/A
Knowledge (Required)	Working knowledge of standard practices, methods, tools and materials common to HVAC repair and maintenance. Working knowledge of building and fire codes, occupational hazards and safety precautions of the trade. Working knowledge of boiler and hydronic distribution systems. Working knowledge of air distribution systems and familiarity within the operation, troubleshooting, repairs and preventive maintenance of HVAC equipment (systems). Knowledge of PC based test equipment and self-contained testing equipment.	Advanced knowledge of standard practices, methods, tools and materials common to HVAC repair and maintenance. Comprehensive knowledge of building and fire codes, occupational hazards and safety precautions of the trade. Comprehensive knowledge of boiler and hydronic distribution systems. Comprehensive knowledge of air distribution systems and familiarity within the operation, troubleshooting, repairs and preventive maintenance of HVAC equipment (systems). Working knowledge of PC based test equipment and self-contained testing equipment.
Role Summary	<ul style="list-style-type: none"> • Maintain and operate existing building and cooling equipment • Perform skilled mechanical maintenance and repair of building heating and cooling systems and associated pumps, fans, chillers, water lines and other equipment. 	<ul style="list-style-type: none"> • Maintain and operate existing building and cooling equipment • Perform highly skilled mechanical maintenance and repair of building heating and cooling systems and associated pumps, fans, chillers, water lines and other equipment.
Level of Autonomy	Under moderate supervision	Under general supervision

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Core Functions	<ul style="list-style-type: none"> • Ensure proper boiler room equipment operation. • Conduct regularly scheduled preventative maintenance on all boiler room equipment. • Inspect assigned buildings to ensure all heating, plumbing and electrical systems are operating properly. • Check refrigerant, oil levels, oil pressure and temperature. • Perform preventative maintenance such as seasonal repairs and upgrades to HVAC systems (under the direction of an HVAC mechanic). • Switch cooling and heating systems semi-annually. • Perform daily routine and emergency work order requests. • Troubleshoot/resolve problems. • Track assigned work orders to ensure tasks are performed and documented. 	<ul style="list-style-type: none"> • Ensure proper boiler room equipment operation. • Conduct regularly scheduled preventative maintenance on all boiler room equipment. • Inspect assigned buildings to ensure all heating, plumbing and electrical systems are operating properly. • Check refrigerant, oil levels, oil pressure and temperature. • Perform preventative maintenance such as seasonal repairs and upgrades to HVAC systems (under the direction of an HVAC mechanic). • Switch cooling and heating systems semi-annually. • Perform daily routine and emergency work order requests. • Troubleshoot/resolve problems. • Track assigned work orders to ensure tasks are performed and documented.
Core Skills	<ul style="list-style-type: none"> • Customer service orientation • Proactive • Time management • Ability to proficiently and safely use tools, materials and equipment of the trade. • Ability to read and interpret mechanical drawings, specifications, sketches and work orders. • Ability to read, understand and follow written, verbal and visual instructions. • Verbal and written communication • Basic computer skills including Microsoft office suite software. 	<ul style="list-style-type: none"> • Service orientation • Proactive • Time management • Ability to proficiently and safely use tools, materials and equipment of the trade. • Ability to read and interpret mechanical drawings, specifications, sketches and work orders. • Ability to read, understand and follow written, verbal and visual instructions. • Verbal and written communication • Basic computer skills including Microsoft office suite software.

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Core Competencies (Proposed)	<ul style="list-style-type: none"> • Service Excellence • Dependability • Accuracy and thoroughness • Accountability • Critical thinking • Problem Solving • Communicate Effectively • Integrity • Strive to learn 	<ul style="list-style-type: none"> • Service Excellence • Dependability • Accuracy and thoroughness • Accountability • Critical thinking • Problem Solving • Communicate Effectively • Integrity • Strive to learn

This document is not intended to provide a complete list of duties and responsibilities nor does it replace the Job Class Specification or Position Description. Movement through a career path is also based on position availability, funding and business need.