

Class Code: 366  
City of Anaheim  
Class Specification

Classification  
LEAD HVAC MECHANIC

**Definition:** Under minimal supervision plans, organizes, reviews and participates in the work of HVAC Mechanics.

**Typical Duties:**

Directs and participates in the work of subordinates who operate, maintain and repair heating, ventilating and air conditioning equipment.

Plans and assigns work and responds to emergencies.

Orders equipment and supplies.

Prepares time sheets, performance evaluations, cost estimates and other reports.

Reviews plans and makes recommendations for city structures.

Maintains air conditioning systems, air handlers, filters, blowers, cooling towers, water treatment, and other components of the system.

Installs new and modifies existing equipment to upgrade. Overhauls and repairs reciprocating and centrifugal air compressors.

Maintains steam boilers, hot water systems, gas and oil fired heating equipment, solar water heating systems, ovens, food service equipment.

Repairs electric motors and HVAC systems up to 480 volts after the main disconnect; replaces bearings, pump seals and packing.

Programs and operates the computerized energy management system.

Installs and maintains environmental controls.

Designs and supervises the installations of small HVAC systems.

Supervises the operation of the Energy Management Systems.

Performs other job related duties as required.

**Minimum Requirements:**

Experience: Extensive experience as a journey level HVAC Mechanic.

Knowledge of: Principles of heating, ventilation and air conditioning construction, maintenance and repair, water treatment; report writing and supervision.

Skill in: Establishing and maintaining effective working relationships; constructing, monitoring, maintaining, repairing and trouble shooting HVAC systems; and supervising the work of others.

Ability to: Use both hands, arms and legs, stoop, bend, lift up to 100 pounds, enter confined spaces and learn all applicable safety requirements.

License Required: Class III California Driver's License.

Supervision Exercised: Directs work of HVAC mechanics and reviews work.

Supervision Received: Works under the technical supervision of a Facility Maintenance Supervisor who makes assignments and periodically reviews work.

Career Ladder Information: Experience in this class may meet minimum requirements for promotion to Facility Maintenance Supervisor.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

5/86 - Nash  
9/88 Rev. - LH  
Doc: CS1263