

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



HVAC MECHANIC FACILITIES Full Time, Non-Exempt

Starting Salary Range: \$44,092 - \$50,706
Salary Grade Range: \$44,092 - \$66,138

Posting Date: 10/13/2021
Closing Date: Open Until Filled

Under general supervision, installs, maintains, and repairs heavy mechanical equipment associated with Airport air conditioning such as central air conditioning systems, chilled water systems, and air-cooling systems

MINIMUM QUALIFICATIONS: High School Diploma or GED; Five years of commensurate journeyman level experience in industrial air conditioning and refrigeration repair and maintenance.

LICENSES & CERTIFICATIONS: Valid State of Florida Driver License, or must obtain within (30) days of assuming the position; EPA Universal Refrigerant Transition Certification

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.srq-airport.com; or, calling 941-359-2770 ext. 4212.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@srq-airport.com. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 5022
Date Approved: 10/19
Grade: 30

JOB TITLE: HVAC Mechanic
REPORTS TO: HVAC/Electronics Supervisor
DEPARTMENT: Facilities
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under general supervision, installs, maintains, and repairs heavy mechanical equipment associated with Airport air conditioning such as central air conditioning systems, chilled water systems, and air-cooling systems.

MAJOR JOB RESPONSIBILITIES

Operates, troubleshoots, repairs, and takes control readings on HVAC equipment including chillers, Air Handling Units (AHU) and components, large pumps and drives, condenser pumps, motors, cooling tower water treatment systems, and energy management computer control equipment.

Instructs and coordinates the work of maintenance workers and checks final product for completeness. Conducts quality control inspections and accepts or rejects finished work.

Reads and interprets blueprints and schematic drawings. Locates trouble areas and determines type of component needed to repair units.

Oversees daily, weekly, biannual, and annual preventive maintenance inspections. Determines if repairs or maintenance are needed.

Estimates approximate hours, prices, and materials needed for each project. Requisitions tools, materials, and supplies needed through a purchase order system.

Maintains records of equipment repaired, preventive maintenance performed, and materials used for each job.

Other Related Responsibilities:

Cross-trains to handle other functions of the Maintenance Trades areas.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Computer, Computer Controller, Meters, Gauges, Hand Tools, Power Tools.

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

High School Diploma or GED.

Five years of commensurate journeyman level experience in industrial air conditioning and refrigeration repair and maintenance.

Licenses and Certifications:

Valid Florida Driver's License or must obtain within (30) days of assuming the position.

EPA Universal Refrigerant Transition Certification.

Knowledge, Skills, and Abilities:

Knowledge of METASYS computer control system, **preferred**.

Knowledge of the principles, practices, and methods of HVAC installation, maintenance, and repair.

Knowledge of the materials, tools, test equipment, and methods used in air conditioning maintenance.

Knowledge of the operations and controls of HVAC equipment.

Knowledge of HVAC safety precautions.

Knowledge of electricity and electrical systems.

Knowledge of electronic and pneumatic controls.

Knowledge of Digital Systems Controlled (DSC) Energy Management Systems and controls, **preferred**.

Ability to use maintenance tools and equipment.

Ability to read and interpret plans, blueprints, schematics, and specifications.

Ability to perform physical work.

Ability to calculate mathematically temperature conversions.

Ability to understand and follow oral and written instructions.

Ability to analyze problems and make necessary repairs.

Ability to communicate clearly and effectively, both oral and written.

Ability to instruct and train subordinate personnel.

Ability to develop and maintain effective working relationships with superiors, fellow employees, and the general public.

Work Environment:

Generally involved in hands on work. Since some work is indoors, individual may be able to schedule these jobs during inclement weather.

Physical Requirements:

The HVAC Mechanic must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As HVAC Mechanic, the employee must have the mental capacity to provide support to the HVAC/Electronics Supervisor and the Facilities Department Manager. The HVAC Mechanic must be capable of successfully interacting with employees, tenants and the general public.

Environmental Requirements:

The HVAC Mechanic works inside and outside the airport terminal and facilities.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the HVAC Mechanic if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the HVAC Mechanic and is subject to change at the discretion of the Airport Authority.

This Class Specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description, but which are commensurate with similar levels of responsibility. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

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Physical/Mental Requirements

Job Title: HVAC Mechanic

Job Code: 5022

Date: 10/19

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing	X			
Sitting			X	
Walking	X			
Lifting		X		
1-10 lbs.		X		
11-20 lbs.		X		
21-35 lbs.		X		
36-50 lbs.		X		
over 50 lbs.				X
Carrying		X		
Reaching		X		
Climbing		X		
Driving			X	
Written Communication		X		
Oral Communication		X		
Reading		X		
Hand Dexterity		X		
Reasoning		X		
Decision Making		X		
Analyzing		X		
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.



SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:		Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30-day waiting period	
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30-day waiting period	
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30-day waiting period	
Employee Assistance Program	Immediate	
Short-Term Disability (100% paid by SMAA)	1 year	
Sick-Time	90 days	
Vacation Leave	6 months	
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months	
Reimbursement for Continuing Education	6 months	
Floating Holidays	6 months	
National Holidays	Immediate	
Special Discount Programs (Varies)	Immediate	
Voluntary/Optional Benefits:		Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)	The first day of the month following your 30-day waiting period	
Deferred Compensation Plan (Voluntary – payroll deduction)	90 days	
Group Term Life, Supplemental Medical, and Long-Term Disability Insurance (Voluntary – payroll deduction)	The first day of the month following your 60-day waiting period	