



## **City of Phoenix BUILDING EQUIPMENT OPERATOR II**

**JOB CODE 74680**

Effective Date: 11/92

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to supervise and perform the more difficult technical tasks involved in operating, maintaining, overhauling, and repairing a variety of heating, refrigeration and other mechanical equipment in one or more public buildings. Work requires the ability to give technical direction to employees, prioritize work assignments, and operate equipment according to manuals, directions, specifications or warning signals, and to interpret performance charts and control panels which reflect the efficiency of each piece of equipment in the system. Work includes directing Building Equipment Operators I, Building Maintenance Workers, and other maintenance employees according to general or specific instructions received from a Building Operations Supervisor. Work is reviewed daily through reports, logs, and conferences with the supervisor.

### **ESSENTIAL FUNCTIONS:**

- Plans, schedules, and participates in the physical performance of the preventive maintenance program for refrigeration, heating and other mechanical building equipment;
- Places equipment in operation by manually checking various gauges and instruments and maintaining proper levels of water, oil, refrigerants, and air pressure as specified by operating and maintenance guides;
- Directs and performs installation, maintenance, and repairs on equipment and component parts including pneumatic and electronic controls;
- Manually repairs leaks in water, steam or refrigerant lines and coils;
- Creates and updates preventive maintenance records on equipment;
- Performs routine electrical repairs such as replacing HVAC parts, and checking for voltage;
- Troubleshoots problems and determines corrective action to eliminate equipment malfunctions;
- Visually inspects entire system and area serviced periodically to determine proper functioning, condition, and maintenance;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**



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Knowledge of:

- The methods, practices, tools, and materials used in air conditioning, heating, and air handling operations, maintenance and repair work.
- Occupational hazards and necessary safety precautions applicable to building equipment, installation, maintenance, and repair work.
- Plumbing, electricity, mechanics, sheet metal work, and water analysis and treatment.

Skill in:

- The use and care of manual tools and equipment necessary to perform various mechanical repair tasks.

Ability to:

- Read, interpret and work from sketches, diagrams, technical orders, manufacturers' manuals, and specifications.
- Express ideas on technical problems clearly and concisely, orally and in writing.
- Work cooperatively with other City employees, building occupants, and the general public.
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings, or using a telephone.
- Observe or monitor objects or data to determine compliance with prescribed operating or safety standards.
- Perceive the full range of the color spectrum to work with electrical wires.
- Use graphic instructions, such as blueprints, schematic drawings, layouts, or other visual aids.
- Install, replace, or adjust filters, control mechanisms, belts, or similar objects.
- Comprehend and make inferences from written materials such as operating and maintenance guides.
- Make precise arm-hand positioning movements and maintain static arm-hand position (Examples: operating an electric hand drill or power saw).
- Make continuous or repetitive arm-hand movements to tighten nuts or screws.
- Make fine, highly controlled muscular movements to adjust the position of a control mechanism.
- Make skillful, controlled manipulations of small objects (Examples: assemble bolts and nuts, insert screws into small holes).
- Coordinate the movement of more than one limb simultaneously to climb a ladder.
- Bend or stoop repeatedly or continually over time to repair HVAC equipment.
- Lift arms above shoulder level to repair and maintain equipment.
- Work in small, cramped areas.



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- Climb ladders or steps to reach HVAC equipment located on roof tops.
- Work at heights greater than ten feet.
- Operate power driven machinery such as hoists, pneumatic tools, or other similar sized equipment.
- Move heavy objects (50 pounds or more) long distances (more than 20 feet).
- Remain in a standing position for long periods of time to repair and maintain equipment.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
- Use common hand tools such as hammer, saw, screwdriver, or similar tools.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Two years of journey level experience in the operation, repair, and maintenance of large, modern refrigeration and heating systems, supplemented by training in modern refrigeration and air conditioning systems. Other combinations of experience and education that meet the minimum requirements may be substituted.