



City of Phoenix

BUILDING EQUIPMENT OPERATOR I

JOB CODE 74650

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform skilled and semi-skilled work in the installation, operation, repair, and maintenance of heating and air conditioning components, and other mechanical equipment including automatic doors, bag conveyors, and carrousel in one or more public buildings. Work requires the ability to operate equipment according to the manuals, directions, specifications or warning signals, and to read and interpret performance charts and control panels. Instructions are received from a Building Equipment Operator II or a Building Operations Supervisor who checks work and reviews daily and periodic reports and logs.

ESSENTIAL FUNCTIONS:

- Installs, services, repairs, and maintains heating and packaged/remote air conditioning equipment, component parts and/or auxiliary units, including pneumatic and electronic controls;
- Troubleshoots problems and determines corrective action to eliminate equipment malfunctions;
- Inspects, services, and repairs equipment such as reciprocating compressors, centrifugal pumps, boilers, water pumps, generators, cooling towers, fan coils, louvers, dampers, filters, pneumatic electric and electronic controls, blowers, solenoids, humidistats, thermostats, and registers;
- Operates heating and air conditioning equipment or auxiliary units according to manuals, directions, specifications or warning signals;
- Reads and interprets performance charts and control panels;
- Places equipment in operation, checks various gauges and instruments and maintains proper levels of water, oil, refrigerants, and air pressure;
- Cleans and replaces air filters, reporting any evidence of extensive damage or major malfunctioning of equipment to supervisor;
- Tests samples of cooling water in circulating system to determine its chemical content, and adds chemicals when needed;
- Performs emergency plumbing repairs and routine repair work on cooling systems;
- Performs routine electrical repairs such as replacing HVAC parts, and checking for voltage;



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- Records inspections and service performed on equipment in a daily log, including readings, stops, starts, lubrications, greasings, replaced parts, efficiency, and repairs completed or needed;
- Provides service to designated areas by manually regulating valves, levels of refrigerants, and amount of air pressure as specified by operating and maintenance guides;
- Lubricates parts of machinery and equipment and component parts;
- Replaces and adjusts fan belts and worn bearings;
- Repairs leaks in water, steam or refrigerant lines and coils;
- 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:

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, water analysis and treatment as it applies to the repair of mechanical equipment.
- Refrigerant recovery and recycling requirements of the Environmental Protection Agency.
- Computer use and operation relating to HVAC equipment and building automation systems.
- Recovery and recycling equipment operation.

Skill in:

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

Ability to:

- Read, interpret and work from sketches, diagrams, technical orders, manufacturers' manuals, and specifications.
- Understand and follow oral and written instructions.
- Express ideas on technical problems clearly and concisely orally and in writing.
- Work cooperatively with other City employees and the public.



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- Communicate orally with customers, clients or the public in face-to-face, one-on-one settings, or using a telephone.
- Observe, compare, or monitor data or objects to determine compliance with prescribed operating or safety standards.
- Perceive the full range of the color spectrum (Example: working with electrical wires).
- Install, replace, or adjust filters, belts, or similar objects.
- Comprehend and make inferences from written material.
- Make precise arm-hand positioning movements and maintain static arm-hand position.
- Bend or stoop repeatedly or continually over time to perform maintenance or repair tasks on equipment.
- Lift arm(s) above shoulder level to work on HVAC equipment.
- Work in small, cramped areas.
- Climb ladders or steps to reach objects.
- Work at heights greater than ten feet.
- Move heavy objects (50 pounds or more) short distances (20 feet or less).
- 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:

Four years of experience in the operation and maintenance of large and small, modern refrigeration and heating systems, supplemented by training in modern refrigeration and air conditioning systems or the completion of an acceptable apprenticeship program. Other combinations of experience and education that meet the minimum requirements may be substituted.