

Position information

Title: HVAC Mechanic

Facility: 175 - AMC

Job Code: 4082

Exempt/Non-Exempt: Non-Exempt

Premier Health Mission, Vision, and Values

The Premier Health Mission

We will build healthier communities with others who share our commitment to provide high-quality, cost-competitive health care services.

The Premier Health Vision

Patients, physicians, and employees will choose Premier Health over any other health care provider in Southwestern Ohio. We will earn their choice, and grow our market leadership by anticipating their needs and exceeding their expectations.

- *Patients and their families will choose us for our quality outcomes and compassionate care at a competitive price.*
- *Physicians will choose us as collaborative partners for our easy, efficient practice environment and with a shared passion for high-quality medical outcomes.*
- *Our employees will choose us as a great place to work, learn and build a career.*

The Premier Health Values

- *RESPECT each person's dignity.*
- *Act with INTEGRITY to do the right thing in all aspects of our responsibilities.*
- *Serve with COMPASSION that embraces each individual's concerns and hopes.*
- *Commit to EXCELLENCE as measured to the highest level of performance.*

Position Summary

General Summary/Responsibilities:

Under the supervision of the Manager of Plant Services and Engineering and Lead HVAC Mechanic, performs preventive maintenance, corrective maintenance, repairs, installs, replaces, tests, and operates engines, boilers, pumps, air compressors, air conditioning equipment, heating and ventilating systems, steam lines, valves, controls, building systems, production equipment and systems, and maintenance support equipment.

Scope/Span of Control:

Supervisory Responsibilities (if applicable)

Supervises FTEs: No

Number of FTEs Supervised: N/A

Exercises full management authority including performance reviews, discipline, termination and personnel hiring No

Fiscal Responsibilities (if applicable)

Annual Revenue in Dollars: *N/A*

Annual Expense in Dollars: *N/A*

Financial Accountability: *N/A*

Population Served

Age of Population Served - Choose all that apply

- ☐ *Infant (birth – less than 1 year)*
- ☐ *Pediatric (1 – less than 9 years)*
- ☐ *Adolescent (9 – less than 18 years)*
- ☐ *Adult (18 – less than 65 years)*
- ☐ *Geriatric (65 years & older)*
- ☐ *All Age Groups (Birth & Above)*
- ☒ *Not Applicable*

Qualifications

Education

Minimum Level of Education Required: *High School completion / GED*

Additional requirements:

- **Type of degree:** *N/A*
- **Area of study or major:** *N/A*
- **Preferred educational qualifications:** *Associates Degree Preferred*
- **Position specific testing requirement:** *N/A*

Licensure/Certification/Registration

- *Universal refrigeration license preferred upon hire or must possess within first year of employment*

Experience

Minimum Level of Experience Required: *10+ years of job related experience*

Prior job title or occupational experience: *5 years maintenance experience, hospital maintenance experience preferred. 5 years HVAC experience preferred.*

Prior specific functional responsibilities: *N/A*

Preferred experience: *Experience in Hospital setting preferred*

Other experience requirements: *Knowledge of all plant equipment technology and general maintenance practices*

Knowledge/Skills

- *Ability to analyze a given situation and make minor decisions.*
- *Thoroughly familiar with equipment, tools, methods, and techniques normally associated with maintenance work.*
- *Ability to work well alone with minimal supervision.*
- *Ability to read sketches, blueprints, weights, measures, and equipment operation and service manuals.*
- *Ability to perform acetylene welding / cutting and electrical welding.*
- *Must possess a valid driver's license and the ability to operate a motor-vehicle.*
- *Ability to record data in a legible and accurate manner.*

- Expected to assist with functions of the HVAC systems, electrical systems, and utility systems, and to maintain the hospital's environment in accordance with regulatory requirements.
- Possess knowledge of electrical systems both high and low voltage, electrical switchgear, HVAC systems, and utility systems..

Physical Requirements & Working Conditions

Physical Requirements:

<i>Pulling</i>	3 - Frequently (41% - 75%)	<i>Standing</i>	2 - Occasionally (11% - 40%)	<i>Other sounds</i>	2 - Occasionally (11% - 40%)
<i>Twisting</i>	3 - Frequently (41% - 75%)	<i>Reaching</i>	2 - Occasionally (11% - 40%)	<i>Visual Acuity Near</i>	2 - Occasionally (11% - 40%)
<i>Walking</i>	3 - Frequently (41% - 75%)	<i>Manual Dexterity</i>	3 - Frequently (41% - 75%)	<i>Visual Acuity Far</i>	2 - Occasionally (11% - 40%)
<i>Sitting</i>	2 - Occasionally (11% - 40%)	<i>Use both hands</i>	3 - Frequently (41% - 75%)	<i>Vision Color</i>	3 - Frequently (41% - 75%)
<i>Pushing</i>	3 - Frequently (41% - 75%)	<i>Talking</i>	3 - Frequently (41% - 75%)	<i>Concentrating</i>	3 - Frequently (41% - 75%)
<i>Climbing</i>	2 - Occasionally (11% - 40%)	<i>Lifting <10 pounds</i>	3 - Frequently (41% - 75%)	<i>Interpersonal Skills</i>	3 - Frequently (41% - 75%)
<i>Stooping</i>	2 - Occasionally (11% - 40%)	<i>Lifting >10 pounds</i>	3 - Frequently (41% - 75%)	<i>Reading</i>	3 - Frequently (41% - 75%)
<i>Kneeling</i>	2 - Occasionally (11% - 40%)	<i>Normal hearing both ears</i>	3 - Frequently (41% - 75%)	<i>Thinking</i>	4 - Consistently (76% - 100%)

Working Conditions:

1. Perform affectively in conditions both inside and outside the hospital where temperatures can range from above 100 degrees F. to below zero F. for extended periods of time.
2. Work in cramped, loud, wet areas depending on what activity is being performed
3. Working hours are dependent on the needs of the hospital and can require working nights, weekends, holidays, extended periods of time to accommodate scheduled work, shut-downs, emergency repairs, and system changes

Organizational Standards

- Possess skills, knowledge, and abilities to support the mission, vision, and values of Premier Health.
- Demonstrates traits and behaviors including, but not limited to, Focusing on Patients/Customers, Walking the Talk, Being a Partner, Adding Skills/Abilities, Working Independently, Managing in a

Changing Environment, Engaging the Workforce, and Managing & Improving Individual Performance for Management Staff.

- *Performs in such a way to honor the Premier Health Values of Respect, Integrity, Compassion, and Excellence.*
- *Provides a positive and professional representation of the organization.*
- *Promotes a culture of safety for patients and employees through proper identification, reporting, documentation, and prevention of safety issues.*
- *Maintains hospital standards for a clean and quiet patient environment and a positive patient care experience.*
- *Maintains competency and knowledge of current standards of practice, trends, and developments in related scope of job role or practice.*
- *Adheres to infection prevention policies and protocols, medication administration and storage procedures, and controlled substance regulations.*
- *Participates in ongoing quality improvement activities.*
- *Maintains compliance with organization's policies, as well as established practices, protocols, and procedures of the position, department, and applicable professional standards.*
- *Complies with organizational and regulatory policies for handling confidential patient information.*
- *Demonstrates excellent customer service through his/her attitude and actions, consistent with the standards contained in the Vision, Mission, and Values of the organization.*
- *Adheres to professional standards, hospital policies and procedures, federal, state, and local requirements, and TJC standards and/or standards from other accrediting bodies.*
- *Reports to work on time as required.*

Essential Duties & Functions

Essential Duties & Functions:

- *Plans, organizes, and coordinates functions of the HVAC systems, electrical systems, and utility systems to maintain the hospital's environment in accordance with regulatory requirements.*
- *Coordinates all activities with those of other departments.*
- *Assures corrective maintenance, servicing, repairing, installing, and maintaining hospital related machinery and mechanical equipment, in accordance with diagrams, sketches, operation and service manuals and manufacture instruction manuals.*
- *Conducts daily rounds of machinery rooms, nursing floors, dietary, and other areas as assigned.*
- *Is knowledgeable of the operation and can demonstrate skills to service and maintain most of the facility equipment and systems at the hospital include life safety systems, utility systems, building systems, production systems, maintenance support systems, and grounds equipment and systems.*
- *Assists or performs necessary chemical tests to water systems on all boilers, cooling towers, water softeners, and other applicable equipment.*
- *Performs inspection of oil levels, temperatures, water levels, fuel levels, and pressures on all operating and stand-by machinery.*
- *Assures neatness of shop area, mechanical rooms and job areas and maintains operating equipment in good condition and appearance.*
- *Performs diagnostic troubleshooting and problem resolution on all major HVAC equipment and controls throughout the facility.*
- *Assures proper care and use of tools and equipment related to working performance.*

- *Inspects and evaluates the physical condition of the hospital. Makes recommendations concerning HVAC systems, electrical systems, and utility systems.*
- *Maintains established hospital policies, procedures, objectives, quality assurance, safety, environment and infection control.*
- *Participate in administrative staff meetings, interdepartmental meetings and participates on committees as directed.*
- *Maintains professional growth and development of self-educational programs, seminars, etc.*

Other Duties & Functions:

- *Performs other duties as assigned.*
- *Responsible for compliance with Organization Integrity through raising questions and promptly reporting actual or potential wrongdoing.*
- *Participates in and coordinates with organizations process to collect and evaluate information about hazards and safety practices that are used to identify safety management issues.*
- *Adheres to established policies and procedures which may include wearing of personal protective equipment.*
- *Participates in and fosters a performance improvement approach that includes both intradepartmental and interdepartmental activities.*

The above duties and responsibilities may be essential job functions subject to reasonable accommodations. All job requirements listed include the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be constructed as an exhausted statement of duties, responsibilities, and requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

Revised 09/07/2023