

**Job Title**            **HVAC/R Mechanic**

**Business Unit**    **Hotel Development & Construction**

**I. Job Summary**

Perform general HVAC/R duties in new construction, renovations and property maintenance of company owned properties. Assist HVAC/R Technicians to accomplish assigned tasks required for HVAC/R installation.

HVAC/R experience is preferred. Basic hand tool knowledge (identification and usage) is required.

**II. Status**

Hourly

**III. Reports To**

HVAC Field Coordinator

**IV. Supervises**

None

**V. Essential Job Duties and Responsibilities**

- Assist installation HVAC/R systems
- Assist installation of commercial plumbing appliances
- Assist making up electrical connections to replacement equipment, using electrician's hand tools.
- Test electrical circuits and components for proper operation, using electrical test equipment.
- With OTJ exposure, learn proper pipe fitting techniques
- Keep the jobsites clean and orderly
- Assist with general HVAC install in new hotel environments
  - Including maintaining punch lists, inventory, etc.
- Assist in performing formal startup of all HVAC equipment; Record and report all faults, deficiencies, and other unusual occurrences and correct as necessary.
- Travel to jobsites as required to perform jobsite duties.
  - Currently on new construction builds and some capital expenditures, we work a rotational 10 days away with 4 days home
    - Typically travel to site on Wednesday and travel home the following Friday
  - Some projects do require longer stays – 3 work weeks away rarely occur and are the worst case

- Obtain and maintain required certifications.
  - Missouri Class E license
    - Not required at time of hire but before operating company vehicles
  - EPA certification within 1<sup>st</sup> year of hire
- Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.
- Drury provides OTJ training and education through a department led course that takes all mechanical team members through the Fundamentals of HVACR textbook.

## **VI. Required Knowledge**

- Mechanical — Knowledge of basic hand and power tools

## **VII. Required Skills and Abilities**

- Communication skills
  - ability to follow verbal directions
  - ability to read instructions and execute

## **VIII. Key Personal Characteristics**

- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity — Job requires being honest and ethical.
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Initiative — Job requires a willingness to take on responsibilities and challenges.
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Persistence — Job requires persistence in the face of obstacles.