

New York State Department of Civil Service
Division of Classification & Compensation

Occ. Code 7121110

Service & Repair Assistant (HVAC-R), Grade 9

Brief Description of Class

A Service & Repair Assistant (HVAC-R) performs routine inspections and servicing of various types of heating, refrigeration and air-conditioning equipment in a State facility.

Distinguishing Characteristics

A Service & Repair Assistant (HVAC-R), as a semiskilled employee, performs the more routine and repetitive tasks in the inspection, maintenance and repair of heating, refrigeration and air-conditioning equipment, usually under the supervision of a Service & Repair Mechanic (HVAC-R). Incumbents in learning and perfecting their craft may perform journey level activities under supervision or after receiving detailed instructions. Incumbents may function as a lead worker on a project basis over Facility Operations Assistant 1 and other unskilled workers in performing manual tasks involving elementary skills. All positions are in the non-competitive jurisdictional class.

Related Classes

Incumbents of Maintenance Assistant positions without a parenthetical designating a trade specialty are usually found in relatively small service & repair staffs where such specialization is not desirable, or in service & repair pools where specialization is not efficient. However, incumbents may be assigned to tasks such as those described for any of the specialized positions of Maintenance Assistant or Service & Repair Assistant.

Service & Repair Assistant (HVAC-R) is distinguished from Facility Operations Assistant 1 by the latter's performance of unskilled tasks in direct support of semiskilled trades positions. Such tasks are performed under very specific instructions and the supervision of either a Service & Repair Assistant or a journey level tradesperson.

Service & Repair Mechanic (HVAC-R) is distinguished from Service & Repair Assistant (HVAC-R) by the responsibility for planning and laying out work, diagnosing trouble and performing major overhauls and repairs to all types of heating, refrigeration and air-conditioning equipment at a State facility. Typically, only one Service & Repair Mechanic (HVAC-R) position exists at a State facility. Service & Repair Mechanics (HVAC-R) supervise and train Service & Repair Assistants (HVAC-R) and Facility

Operations Assistants 1 assigned to assist in heating, refrigeration and air-conditioning maintenance operations.

Illustrative Tasks

A Service & Repair Assistant (HVAC-R) working from oral and written instructions, diagrams and equipment manuals, performs a variety of semiskilled maintenance and repair tasks including but not limited to the following:

- Assists a skilled mechanic in the overhaul and major repair of compressors, pumps, and electric motors by performing specific tasks as directed.
- Installs and assists in the installation of heating, refrigeration and air-conditioning units and systems by performing such tasks as mounting compressors, condensers and other components in specified locations; cutting, threading and connecting tubing to inlets and outlets of components; installing control mechanisms and assembling components of systems following written and schematic instructions; testing lines, connections and components for leaks with leak detector and making the necessary repairs; recording temperature and pressure readings from gauges, and adjusting controls to bring readings within limits prescribed by the manufacturer.
- Services, adjusts or replaces electrical control devices and calibrates them according to specified procedures and specifications.
- Performs seasonal start-up and shut-down operations on heating and air-conditioning units and systems to assure efficient and maintenance free operations.
- Makes electrical connections for motors.
- Locates and seals leaks in tubing, valves, joint connections and other components in both gas and brine units. Makes repairs by appropriate methods and retests system to insure connections are tight.
- Periodically inspects and services heating, refrigeration and air-conditioning equipment according to preventive maintenance schedules and equipment service manuals.

As assigned, a Service & Repair Assistant (HVAC-R) functions as lead worker over a small Service & Repair crew usually consisting of Facility Operations Assistants 1.

Under direction, incumbents participate in work in other Service & Repair specialties when not engaged in refrigeration work.

Independence of Operation

Service & Repair Assistants (HVAC-R) are supervised by skilled craft positions usually a Service & Repair Mechanics (HVAC-R). Work priorities and the nature and extent of work to be performed are prescribed and materials and tools are furnished. When necessary, the work to be performed is laid out by the supervisor who gives specific instructions, assists in performing the more difficult tasks and inspects the job while in progress and when completed to ensure that instructions have been followed and that the quality of the work is satisfactory. However, a Service & Repair Assistant (HVAC-R) may perform the activities of the class with considerable independence when supervision is not immediately available due to such factors as the geographic location of the assignment. In addition, incumbents are expected to perform the more routine and repetitive tasks with considerable independence.

Communication

The nature of Service & Repair Assistant (HVAC-R) activities generally restricts relationships to employees working within the same organizational unit. As assigned, incumbents supervise a small Service & Repair crew, characterized by frequent oral communications in assigning work and providing instructions. Written and oral communications with others are not typical of this class.

Supervision Exercised

As assigned, a Service & Repair Assistant (HVAC-R) supervises a maintenance crew comprised of Facility Operations Assistant 1 and other unskilled workers by making assignments, giving instructions and aiding in performing the work.

Minimum Qualifications

Non-competitive: two years of experience in heating, plumbing, steam-fitting, electrical, air-conditioning or refrigeration work, under the supervision of a journey level tradesperson, or completion of a two-year technical school course in heating, refrigeration or air-conditioning.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written.

Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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