

# HVAC Mechanic Brigham and Women's at Faulkner Hospital

## Description

- The maintenance and operation of all comfort delivery systems and their associated equipment, all ice production equipment, all refrigeration, all medical air and medical vacuum systems in the Hospital and all other buildings on the Hospital's campus.
- Maximize equipment efficiency and the ensuring comfort levels for patients and staff within the Hospital and all other buildings on the Hospital campus.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Maintain and repair equipment through a system of preventative maintenance and routine inspection to monitor equipment status and ensure its reliability.
- Make a daily tour at the beginning of each workday to monitor the status of all systems. Results to be logged and the log is to be delivered to the Facilities office by noon time each workday, and reviewed daily by the Assistant Director of Facilities, with no more than 1 day's log missing per month.
- Perform preventative maintenance tasks with emphasis on accuracy and timeliness. Department policy dictates that all weekly and bi-weekly tasks, and at least 90% of tasks issued on a monthly, quarterly, semi-annual, or annual task cycle, are to be completed as reviewed on a monthly basis.
- Make or direct repairs and replacements to equipment with emphasis on detection and repair prior to equipment failure or breakdown. No equipment breakdowns that are attributed to obvious wear are acceptable.
- Become familiar with system valving and shut-down procedures to isolate the effects of repairs to be made. Must demonstrate a comprehensive knowledge of assigned systems within the first year as identified by the Director of Facilities or his/her designee.
- Maintain cleanliness of all assigned mechanical spaces and mechanical shafts on a weekly basis. Ensure that the top side of all HVAC ductwork is free of storage and clutter. Results shall be monitored by the Assistant Director of Facilities or the Director of Facilities routinely.
- Ensure optimum system controls operation through a continuing program of inspection and evaluation to gain the greatest equipment efficiency available.
- Perform seasonal adjustments to system controls that allow them to operate most efficiently for the upcoming season. Adjustments made for the winter season must be made so that no coils freeze as a result of the cold weather.
- Maintain a continuing program of checks and calibration to ensure that the equipment is performing as prescribed. The Facilities office should receive no more than two calls per month due to a calibration problem.
- Maintain an adequate inventory of repair and replacement stock to minimize delays and equipment down time when maintenance or repairs are necessary, whether scheduled or unscheduled.
- Maintain a current list of vendors. Demonstrate to the Director of Facilities an on-going program to ensure best pricing and availability.
- Recommend and order, through the facilities office, repair and replacement stock with emphasis on hard to locate items. No more than 2 extended equipment down times should occur during the year as a result of a lack of available parts or services.
- Identify and pursue ways to enhance system performance and discuss these ideas with the Director of Facilities for future consideration.

- Investigate any delays in shipment of ordered stock without awaiting direction from the Facilities office. Also, investigate alternative sources of supply should expected delays be too long.
- Respond in a timely manner to all complaints related to comfort system performance to ensure that, whenever possible, patients and staff comfort is adequate, with the highest priority to those calls dealing with patient comfort and safety. Results to be reviewed by the Facilities office on a monthly basis.
- Maintain a complete and accurate daily trouble call log with an emphasis on the nature of trouble and the associated repairs/adjustments made. The daily trouble call log must be delivered to the Facilities office by noon time on the next workday. Results of the log are reviewed on a daily basis by the Assistant Director of Facilities and should indicate no more than 3 call-backs required per month.
- Make or direct changes to the equipment to enhance or modify system performance to meet the changing demands that are placed on the comfort systems as spaces are redesigned/renovated. Perform before and after tests and measurements to confirm that desired results are achieved.
- Perform work assigned through work orders with emphasis on conscientious and timely completion and appropriate hand off to co-workers. Department policy dictates that at least 80% of work orders be completed as reviewed on a monthly basis. Also, work orders should be completed within 60 days of issue.
- Respond as required to emergencies in the Hospital, or any building on the Hospital campus, to minimize the threat of damage or injury to the Hospital or its occupants.
- Respond to Fire Drills as part of the Hospital's fire response team as prescribed by the Facilities S.O.P. manual. There are no exceptions to this standard.
- Respond during off-hours to calls regarding equipment failure. If the HVAC Mechanic is located he/she is expected to respond without exception as observed by the Director of Facilities.
- Become familiar with tasks and responsibilities as prescribed by Facilities department and Hospital Emergency Response Standard Procedures

Brigham and Women's Faulkner Hospital is a 171- bed non-profit, community teaching hospital located in Jamaica Plain directly across the street from the Arnold Arboretum. Founded in 1900, Brigham and Women's Faulkner Hospital has a long history of meeting the health care needs of our patients by offering comprehensive care in a wide variety of specialties. At Brigham and Women's Faulkner Hospital, our world revolves around our patients and their families, which is why we've been nationally recognized for our best practices in patient care, safety measures and surgical outcomes. If you're looking for more than a career, join Brigham and Women's Faulkner Hospital. Our patients call it better care. Our employees call it home.

## Qualifications

- Staff adheres to all C.A.R.E. Standards
- The HVAC Mechanic must be a mechanically inclined individual with strong troubleshooting experience and skills, who is familiar with the HVAC systems that typically support a hospital or a healthcare facility. Must be able to demonstrate sharp attention to detail and focus on projects at hand. He/she must understand the implications of maintaining a safe and reliable HVAC system in support of quality patient care.

### EDUCATION:

- A minimum of a high school education is required.
- It is required that the HVAC Mechanic is able to read and write in English and the HVAC Mechanic must be able to effectively communicate with staff, vendors, patients, and visitors.

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS (if applicable):

- A valid Commonwealth of Massachusetts, Department of Public Safety, Refrigeration Technician License.

EXPERIENCE:

- It is required that the HVAC Mechanic have a minimum of 3 years experience as an HVAC Mechanic, and a preference that this experience be in a hospital or healthcare facility.

**EEO Statement**

Brigham and Women's Faulkner Hospital is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to an employee's protected status, such as age, race, sex, color, ancestry, religion, national origin, physical or mental disability, veteran status, citizenship, gender identity or expression or sexual orientation