Georgia State University  
Job Specification

Job Title: Mechanical Equipment Inspector

BCAT Code: 091X21  
Pay Grade: G13  
FLSA Status: Non-Exempt  
Effective Date: April 1, 2007  
Revision Date: July 1, 2013

General Description
Maintains, inspects, and repairs HVAC and other equipment.

Examples of Duties
- Operates and maintains chillers, split systems, pumps, boilers, heaters, and related equipment on a daily basis.
- Performs vibration analysis, nondestructive testing, lubricating, and other maintenance testing.
- Assists in the planning and scheduling of preventative maintenance.
- Coordinates the work of contractors and vendors for the maintenance of equipment.
- Prepares inspection and related reports on mechanical and building equipment.
- Performs general repair work of doors and windows.
- Performs minor electrical wiring.
- Performs minor plumbing work.
- Performs general maintenance duties, such as replacing light bulbs, etc.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the methods, techniques, and practices used in the installation, maintenance, repair, and operation of equipment.
- Knowledge of large chiller systems.
- Knowledge of building, mechanical, and trades areas.
- Effective oral and written communication skills.
- Ability to analyze and solve equipment failures.
- Ability to access confined spaces.

Minimum GSU Hiring Standards
Technical or vocational degree and two years of heating, ventilating, and air conditioning experience (HVAC); or High school diploma or GED and four years of HVAC; or a combination of education and related experience. Must have the Environmental Protection Agency (EPA) Technician CFC/HCFC and HFC Universal certification as required by 40 CFR Part 82, Subpart F, or be certified within six months of employment.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.