

HVAC TECHNICIAN

Purpose Statement

The job of HVAC Technician was established for the purpose/s of maintaining heating/air conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see "Education" on page 2) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate.

This job reports to Supervisor - Mechanical Trades

Essential Functions

- Coordinates with supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems (e.g. boilers, pumps, controls, coils, electric motors, air compressors, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Installs heating/air equipment and systems (e.g. pumps, electric motors, kitchen equipment, fans, controls, etc.) for the purpose of providing enhanced and/or upgraded capabilities and a comfortable working environment.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Operates computerized energy management systems for the purpose of setting up systems (e.g. time schedules, heating and cooling settings, pump operations, etc.) and troubleshooting system failures.
- Prepares written materials (e.g. filter inventory, work orders, bids, equipment inventory, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. boilers, furnaces, refrigeration units, kitchen equipment, pumps, drains, coils, electric motors, and time clocks, etc.) for the purpose of ensuring that items are available and in safe working condition and providing comfort within facilities.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; Planning and Managing Projects; and operating equipment used in the maintenance and repair of HVAC equipment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; methods, techniques, materials, tools used in installation, troubleshooting, maintenance, diagnosis and repair of electrical systems/sub-systems; troubleshooting/maintaining mechanical electrical, environmental systems/sub systems including control/balancing these systems; pertinent codes, policies regulations and/or laws; and blueprints and schematics.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; working with detailed information/data; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 55% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Journey Mechanical City/County License
Low Voltage License
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

11/8/2010

Salary Grade

Classified 64

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____