

HVAC/Control Systems Technician

Purpose

The job of HVAC/Control Systems Technician is done for the purpose/s of performing highly technical routine and preventive maintenance, repair, inspection, and installation of heating/air conditioning systems, refrigerant systems, and commercial kitchen equipment; identifying repair and/or replacement needs; providing necessary information and training 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 include formal programs of study (i.e. four apprenticeship programs) which are equivalent to a Community College degree or Vocational School degree or certificate. This job reports to Supervisor - Mechanical Trades.

Essential Functions

- Conducts routine preventive maintenance inspections (e.g. refrigeration units, HVAC digital control systems, HVAC gas and electrical; evaporative coolers/window AC units, etc.) for the purpose of making adjustments and necessary repairs to ensure the availability of systems in a safe operating condition.
- Coordinates with foreman and other trades (e.g. informs foreman on procedures/status of work orders; reports mechanical code violations and/or system deficiencies; and attends necessary technical support training, etc.) for the purpose of completing projects/work orders safely and efficiently.
- Diagnoses problems and/or failures in heating/air conditioning/refrigeration systems (e.g. boilers, pumps, digital controls systems, coils, tubes, valves, electric motors, air compressors, condensers, forced air units, split air systems, and commercial kitchen equipment, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Installs and/or calibrates systems (e.g. heating/air conditioning systems, electric motors, fans, digital controls, copper tubing and iron pipe, joints and pipe insulation; boilers, pressure/temperature safety valves, water pumps, commercial kitchen equipment, etc.) for the purpose of ensuring systems are fully operational and providing a comfortable working environment.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Operates a variety of equipment and systems (e.g. computerized energy management systems, diagnostic equipment, heavy equipment, electronic testing equipment, and hand/power tools, etc.) for the purpose of setting up systems and troubleshooting system failures in a timely manner.
- Performs testing and examination of boiler operations (e.g. observes meter and pressure gauges, conducts water quality testing/treatment, and adjusts boiler burner combustion, etc.) for the purpose of ensuring systems are operating as designed and in safe working condition and providing a comfortable working environment.
- Performs skilled low voltage electrical maintenance, installation, repair, and modifications as needed (e.g. HVAC equipment, timers, motors, wiring systems and connections, etc.) for the purpose of meeting code requirements and maintaining equipment in safe operating condition.
- Prepares and reviews a variety of written materials (e.g. building plans, permit requests, repair status, project estimates, work orders, acquired cost proposals, filter inventory, equipment inventory, mechanical system drawings, product specifications, project observation and quality control reports, reports and records of work performed, project labor and material cost estimates, and historical data on HVAC digital control systems, etc.) for the purpose of documenting activities, providing written support and/or conveying information.

- Repairs and/or modifies a variety of building systems and/or components (e.g. boilers, furnaces, compressors, refrigeration units, domestic and commercial kitchen equipment, pumps, drains, coils, electric motors, and systems calibration, 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 to complete work.
- Responds to emergency situations for the purpose of resolving immediate safety and/or HVAC concerns during and after normal work hours.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Attends meetings for the purpose of receiving and/or conveying information required to perform 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 and practices of the HVAC trade; planning and managing projects; operating equipment used in the maintenance and repair of HVAC systems (installations, diagnostics, programming, etc.); operating standard office equipment; reading and interpreting blueprints and product specifications; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: theory of operation of HVAC and refrigeration systems, chilled water, boiler water and analysis and treatment of glycol systems; safety practices and procedures; methods, techniques, materials, tools used in installation, troubleshooting, maintenance, diagnoses, repair, and balancing of pneumatic and digital control HVAC systems; State and local mechanical and low voltage codes, ordinances and regulations pertaining to HVAC refrigeration and boilers; blueprints and product specifications; and knowledge of computerized digital control systems.

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 data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently 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, including ability to respond to emergency situations after normal work hours; working with frequent interruptions; working as part of a team; 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.

Work 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, 30% walking, and 55% 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 a specialized field is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: Formal program of study (i.e. four apprenticeship programs) which is equivalent to a Community College and/or Vocational School degree or certificate.

Required Testing:

Certificates and Licenses

EPA 608 Refrigeration License within six months of hire
Journeyman Mechanical License – City/County
Low Voltage License - City/State
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

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

FLSA Status
Non Exempt

Approval Date
10/06/15

Salary Grade
64

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____