

MAJOR FUNCTION

This is an apprentice level position to perform preventative maintenance of HVAC equipment and support to other HVAC/Automation technicians as needed. Work is performed under direct supervision in accordance with policies and procedures. Work is reviewed through observation, regular inspections, and progress completion reports. Work is performed under general supervision of the HVAC Project Manager.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs preventative maintenance tasks on heating, ventilating, and air conditioning (HVAC) equipment and systems in municipal buildings. Assists in the demolition, installation, repair and maintenance of HVAC systems, equipment and appurtenances including air handlers, condensers, fan coils, hydronic systems, fans, exhaust systems, boilers, heat exchangers, valves, actuators, pumps, motors, compressors, etc. Assists in repair and maintenance of automation systems including hydronic valves and actuators, low voltage and communication wiring, dampers and actuators, thermostats, sensors, and pneumatic controls interfaced with electronic controls. Attends various training courses, and engages in independent study of HVAC equipment operation and maintenance. Uses test/support equipment such as multi-meters, refrigerant recovery and recycling machines, air flow measuring devices, vacuum pumps, spray washers, wet/dry vacuums, and pressure washers. Performs related work as required.

Other Important Duties

Performs semi-skilled and minor skilled tasks that are ancillary to primary job duties. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of HVAC equipment including motors, pumps, and fans. Knowledge of standard practices, materials, tools, and equipment of the HVAC trade. Knowledge of occupational hazards and safety precautions of the trade. Ability to understand and follow oral and written instructions, and to read and interpret blueprints, sketches and diagrams. Ability to establish and maintain effective working relationships as necessitated by the work. Some skill in the use and care of meters and related testing equipment.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and two years of construction related experience, or two years of residential or commercial HVAC installation and repair experience, or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess and a valid Class E driver's license at the time of appointment.

Established: 05-22-17