

## JOB DESCRIPTION

### JOB TITLE: HVAC Technician

**Job Purpose Statement:** The job of "HVAC" Technician performs skilled journeyman level work in the installation, maintenance, and repair of refrigeration, air-conditioning, and chilled water equipment, systems and controls. Responsibilities include identifying repair and replacement needs necessary to maintain equipment and systems; providing appropriate documentation required by other personnel and for conforming to regulations; ensuring availability of materials to complete assignments in a timely manner; and providing information on proper operation of HVAC systems equipment and controls. Position specializes in commercial refrigeration and air conditioning systems, commercial/domestic kitchen refrigeration systems, reach-in and walk-in freezers, coolers and ice machines, cooling towers and chilled water systems.

### Essential Job Functions:

- \* **Analyzes** drawings and needs for the purpose of identifying location of existing HVAC systems and determining the efficient installation of additional systems.
- \* **Diagnoses** problems and/or failures in heating/air conditioning/refrigeration, cooling towers, chilled water equipment, systems and controls for the purpose of identifying repair and replacement needs to maintain equipment and systems.
- \* **Installs** new heating/air conditioning/refrigeration, chilling systems and related components for the purpose of providing comfort within facilities.
- \* **Maintains** tools and equipment for the purpose of providing availability and safe, operational condition necessary to ensure completion of work activity in a timely manner.
- \* **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- \* **Procures** materials, supplies and/or equipment for repair work for the purpose of ensuring availability to complete assignments in a timely manner.
- \* **Repairs** HVAC systems and components for the purpose of providing comfort within facilities.
- \* **Responds** to emergency situations for the purpose of resolving immediate safety and operational concerns and preventing further damage to property.
- \* **Transports** materials, tools, supplies and/or equipment for the purpose of providing items at job site as required to complete work activity.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Attends** training and/or classes for the purpose of maintaining skills and meeting credential/certification requirements.
- \* **Coordinates/assists** maintenance staff, other personnel and/or contractors for the purpose of completing projects and/or work orders efficiently.

### Job Requirements - Qualifications:

\* **Experience Required:** Job-related experience within specialized field with increasing levels of responsibility.

\* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate and maintain tools and equipment relative to HVAC and chilling systems; read and interpret plans, blueprints and/or schematics; administer appropriate assessment instruments and techniques; utilizes proper methods and procedures applicable to journey level craft; perform specialized/technical tasks; use English in both written and verbal form to communicate effectively with staff, contractors, and/or the public; work well within a team environment; plan and manage projects.

*Knowledge of:* mechanical, electrical and hydraulic applications specific to HVAC field; codes and regulations of HVAC field, boiler operation and systems, heating systems, and water treatment; thorough working knowledge of operation and use of all power tools, hand tools, electric test meters and job-related equipment; sheet metal sizing and installation; basic computer operations.

*Abilities to:* adhere to safe work practices; work cooperatively with others; understand and carry out oral and written instructions; apply pertinent codes, policies, regulations, and/or laws; adjust to flexible work assignments; work accurately with minimal supervision; work under time constraints; interact with persons of different age groups and cultural/educational backgrounds; and meet deadlines and schedules; able to work in confined areas.

*Significant physical abilities include* walking/standing for prolonged periods, lifting up to 75 pounds, carrying, climbing/balancing, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/field of vision, exposure to temperature changes/weather conditions/mechanical hazards.

\* **Training Required:** Proficiency in trade

\* **Education Required:** High school diploma or equivalent

\* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability; Idaho Journeyman's HVAC License or have the ability to become licensed in Idaho as an HVAC Journeyman within a reasonable and mutually agreeable timeframe.

\* **Preferred Qualifications:**

Possess four (4) years journey-level experience in Refrigeration and Air Conditioning Possess a Type II Refrigeration Certificate; and/or Specialty Electrician License; EPA certified at Type II or Universal.