

Pulaski County

Job Title: HVAC TECHNICIAN

Department:	Buildings and Grounds/Maintenance
Reports to:	General Properties Supervisor
Supervision Exercised:	None
Classification (FLSA):	Non-Exempt Full-time (40 hrs. week)
Category:	Buildings Maintenance

Job Summary: The essential functions of the HVAC Technician is to maintain the county HVAC systems for efficient operations and preventative maintenance needs. Must be able to perform repairs and maintenance. Knowledge and experience in analytical diagnostics, testing and troubleshooting skills. County HVAC TECHNICIAN shall be responsible for a variety of equipment including but not limited to: air conditioning, heating units, refrigeration, heat pumps, furnaces, boilers, burners, compressors, humidifiers etc.

Job Requirements:

- Possess certification, experience and/or training in commercial and industrial HVAC maintenance
- Possess analytical and diagnostic skills to be proactive in maintaining systems through routine and timely inspections, being able to interpret voltage, pressures, current and resistance values, electrical circuitry and perform algebra and/or geometry
- Know the refrigerant recycling requirements of Section 608 “Refrigerant Recycling Rule” of the Clean Air Act and possess CFC certification
- Review and interpret highly technical information
- Possess knowledge based competencies required for monitoring of equipment, understanding standards for design and construction, air condition and heating codes, hazards and safety precautions and regulations, and refrigerant handling and disposal
- Comply with OSHA Regulations, Local and State Policy, and Standards
- Organizational and communication skills to negotiate with various groups; collecting data, problem solve and create action plans. Ability to use computer system with proficiency
- Adaptability to change, interruptions and work priorities
- Maintain tools and equipment to perform tasks
- Responds to emergency situations during and after hours to resolve immediate safety concerns.
- Comply with Pulaski County Policies and procedures and willingness to attend educational training programs, conferences, workshops, webinars and other opportunities to maintain or obtain certifications applicable to the job
- Develop and set own personal goals for acquiring new skills and job growth

Physical Requirements (ADA): Usual and customary job functions requirement: frequent lifting, carrying, pushing, pulling, bending, climbing stairs and ladders, kneeling, stooping, crouching, crawling, walking, and reaching. The position requires constant use of the visual, auditory senses as well as dexterity, color and depth perception. The job is performed under temperature extremes and in a generally hazard free environment. Exposed to heat/cold, wet/humid, bright/dim lights, dust and pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, and toxic or caustic chemicals.

Education and experience requirements:

- High School diploma with extended education in HVAC and related certifications
- Minimum of five years' experience repairing, servicing and maintaining chillers, steam and hot water boilers, fan coil units, fan boxes, circulating pumps, exhaust fans, building automation systems, electronic and pneumatic controls, duct and zone sensors and cooling towers
- Minimum of two years' experience in commercial and industrial electricity, fuel gas, refrigerant gas, sheet metal and duct work
- Possess a Valid Virginia Drivers' License

By my signature below, I have read, understand and agree to comply with the duties, standards and expectations required for this position.

Employee _____

Date _____

Note: This job description is not intended to be all inclusive. An employee will also perform other reasonably related job responsibilities as assigned by Management. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.