

HVAC TECHNICIAN

Pulaski County

Department: General Services

Reports to: Facilities Manager

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full-time

Essential Employee: Yes, please see Pulaski County Personnel Policy

Work Hours: Monday thru Friday, 7:30 am until 4:00 pm. Some evenings, weekends, and holiday work required.

ESSENTIAL FUNCTIONS: 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. The 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: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Must possess a valid Virginia driver's license and successfully pass a drug test and background check.

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 emergencies 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

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess thorough knowledge of methods, materials, tools, safety procedures and equipment used in the performance of repairs of HVAC, heating/AC units, refrigeration, heat pumps, furnaces, boilers, burners, compressors, humidifiers, etc.
- Ability to work various shifts and hours to accommodate the needs of the county
- Ability to use computer and other required equipment and gauges with proficiency

ADA REQUIREMENTS: 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:

- 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

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. 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.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures.

Employee: _____

Date: _____