

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) TECHNICIAN I

NATURE AND VARIETY OF WORK

This is entry level skilled and manual work in the installation/maintenance/repair of a variety of heating, cooling, and ventilating systems used within County buildings, offices, and facilities. Work is performed as a member of a crew and is accomplished under close supervision. Work is reviewed for both quantity and quality of production. Incumbents perform routine and less complex assignments in accordance with departmental rules, regulations and policies.

Upon satisfactory completion of the probationary period, position incumbents may, at the discretion of management, be promoted to the full performance II level.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex manual work in the installation/maintenance and repair of heating, cooling and ventilating systems.

Reads, analyzes, interprets engineering schematics/plans specifications to constantly determine project compliance with established codes and standards.

Makes daily on-site visual inspections of County owned buildings in order to monitor the operation of heating/cooling/ventilating systems proper operation; diagnoses malfunctions and tests units requiring repair and overhaul.

Procures (e.g., draws from stock, requisitions, buys) materials, tools, equipment and supplies for installation/maintenance/repair work.

Investigates service requests/complaints from the building occupants/management/general public; determines appropriate action; resolves complaint.

Installs, connects, adjusts and repairs air conditioning units of various tonnages and BTU outputs, including accessories and components such as compressors, condenser coils, water circulating pumps, valves, check valves, safety valves, fans, blowers, etc.

Performs periodic preventative maintenance/service; maintains required records of unit operation, maintenance, etc., and supplies and parts on hand.

Plans, lays out and performs all operations required to diagnose difficulties, install, adjust, repair and maintain all types of HVAC equipment.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the procedures essential to the upkeep of air conditioning, heating and ventilating equipment, including refrigeration theory, pipe fitting and structural layout.

Considerable knowledge of the basic principles of air conditioning, heating and ventilating.

Considerable knowledge of the tools, equipment, materials and parts of the trade.

Considerable knowledge of codes and ordinances relative to air conditioning, heating and ventilating.

Skill in the use of measuring and checking instruments.

Skill in the use of hand tools applicable to the trade.

Ability to interpret blueprints, specification sheets, and parts and repair manuals.

Ability to detect malfunctions, correct problems or make recommendations for corrections.

MINIMUM QUALIFICATIONS

Graduation from high school; one (1) year of work experience in air conditioning/heating/ventilating, or six (6) months of experience and satisfactory completion of an accredited air conditioning training course; or any equivalent combination of education, training and experience which provides the required knowledges, skills and abilities.

CONDITIONS OF EMPLOYMENT

Good physical condition.

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Valid driver's license.

Willingness to respond to emergency 24-hour service calls.

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