

## HEATING, VENTILATING AND AIR CONDITIONING (HVAC) TECHNICIAN III

### NATURE AND VARIETY OF WORK

This is senior level and skilled craftwork in the installation/ maintenance/repair of a variety of heating, cooling and ventilating systems used within County buildings, offices, and facilities. Incumbents perform the more difficult and specialized work under the general supervision of a higher level supervisor. Incumbents may provide technical guidance to subordinate level semi-skilled and skilled trades personnel.

### EXAMPLES OF WORK

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; diagnoses malfunctions and test 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 actions; resolves complaints.

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, and other records; maintains 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.

Maintains records of work performed and prepares routine summaries or reports.

Assists in training subordinate level personnel in the performance of HVAC work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

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

Knowledge of the basic principles of air conditioning, heating and ventilating.

Knowledge of the tools, equipment, materials and parts of the trade.

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.

Ability to maintain record and prepare routine reports.

### MINIMUM QUALIFICATIONS

Completion of a standard technical high school or vocational school education, plus work experience in heating, ventilating and air conditioning; or any equivalent combination of education, training and experience which provides the required knowledges, skills and abilities.

### CONDITIONS OF EMPLOYMENT

Good physical condition.

Valid driver's license.

Willingness to respond to emergency 24-hour service calls.

CREATED: 10/88