

## **HVAC Specialist**

### **Purpose Statement**

The job of HVAC Specialist is done for the purpose/s of maintaining heating/air conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and assisting other skilled trades as required.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman - HVAC

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### **Essential Functions**

- Assists in development of bid specifications for the purpose of determining what type of materials are required for a project and the cost associated.
- Cleans air conditioning and heating units (e.g. coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and reporting any problems to the HVAC Technician.
- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects systems and their components (e.g. heating units, building exhaust fans, ventilation units, swamp coolers, etc.) for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Maintains building heating and cooling controls (e.g. pneumatic and electrical controls, etc.) for the purpose of ensuring the buildings are kept at a comfortable temperature.
- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance (e.g. replace belts, filters, etc.) for the purpose of ensuring the ongoing functioning of HVAC and refrigeration systems.
- Prepares documentation (e.g. records of refrigerants, daily paperwork/log, time and materials, specifications, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
- Repairs various items, systems and/or components (e.g. pumps, motors, air handlers, fan coils, evaporative coolers, starters, pressure switches, air compressors, etc.) for the purpose of ensuring that items are available and in safe working condition.

- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation , repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; handling hazardous materials; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude. Have the Ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License & Evidence of  
Insurability

EPA Universal Refrigerant Certification

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt