

**HVAC SPECIALIST**

Grade 16

**Purpose Statement**

The job of HVAC Specialist is done for the purpose/s of providing HVAC services with specific responsibility for implementing a planned program of ongoing and preventative maintenance for heating, ventilation and air conditioning systems; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; identifying repair and/or replacement needs; monitoring, programming, and maintaining HVAC systems; providing information on the operation of HVAC systems; and supporting other skilled trades in completing work assignments.

This job reports to Director of Maintenance, Operations, Transportation and Facilities

**Essential Functions**

- Analyzes malfunctions (e.g., locating and correcting causes of malfunction, etc.) for the purpose of providing solutions to HVAC operation failures.
- Analyzes blue prints, schematics, and drawings for existing and proposed electrical systems for the purpose of identifying location of new and existing electrical systems and determining the efficient installation of additional systems.
- Confers with immediate supervisor and assists with the coordination of day-to-day maintenance activities for the purpose of ensuring the proper and efficient maintenance and repair of District buildings, facilities and grounds.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning for the purpose of identifying equipment and/or systems repair and replacement needs.
- Establishes schedules (e.g., maintaining scheduled inspections for prevention of problems, etc.) for the purpose of ensuring optimal HVAC operation.
- Implements assigned programs and/or projects (e.g., inspection schedules, preventive maintenance programs, etc.) for the purpose of conforming to established guidelines.
- Interprets blueprints (e.g., reviews sketches, drawings, diagrams, etc.) for the purpose of providing assistance for new construction.
- Maintains equipment (e.g., repairing and maintaining air conditioning and refrigeration equipment, heaters, ventilation systems, etc.) for the purpose of ensuring quality of HVAC operation and identifying preventive maintenance requirements.
- Maintains and provides minor repairs to Refrigerators/freezers for the purpose of ensuring quality and safety of kitchen operations.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Performs all tasks associated with inspection, repair and maintenance of District HVAC systems for the purpose of ensuring timely completion of projects.
- Performs routine and preventive maintenance tests for the purpose of ensuring indoor air quality.
- Prepares reports and written materials related to assigned activities and personnel (e.g., records of refrigerants, daily paperwork/log, time and materials, specifications, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs heating/air conditioning systems and components and obsolete equipment for the purpose of providing comfort and optimal HVAC operations within facilities.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

### **Marginal 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: analyzing and diagnosing HVAC maintenance and mechanical problems; developing systematic solutions; read and interpret plans and specifications, technical manuals, and HVAC trade publications; carrying out oral and written instructions; operating various power tools; performing maintenance tasks including electrical, plumbing, welding, brazing, soldering, repair of equipment, driving automotive equipment; and operating necessary software.

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: HVAC systems; preventive maintenance; instrumentation; electrical systems, parts, and repair procedures; safety procedures; applicable HVAC codes, regulations; and basic terminology, vocabulary and craft skills used in plan maintenance and operation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety 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: maintaining cooperating working relationships; performing heavy physical labor; providing satisfactory mechanical and timely service on malfunctioning equipment; directing others; and assisting in planning and organizing work schedules.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. 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.

**Work 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, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education (Minimum):** Targeted, job related education with study in job-related area.

**Equivalency:** Any combination of training and experience that provides desired competence in HVAC maintenance and design.

**Required Testing**

None Specified

**Continuing Educ. / Training**

Maintains Certification and/or Licenses

**Certificates and Licenses**

EPA License

HVAC Certification

**Clearances**

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*