

HVAC SYSTEMS TECHNICIAN I

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs work involving the operation of heating, ventilating and air conditioning (HVAC) equipment at County facilities. The position requires basic knowledge of the operation of large complex systems including, but not limited to, boilers, chillers, cooling towers, air handlers, pumps and associated equipment. The work is performed under direct supervision. Occasionally works independently. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the operation of HVAC equipment at designated County facilities to maintain building comfort levels within predetermined limits;

Monitors County facilities to maintain building comfort levels, checks meters and gauges to insure that system operations are within specified instructions and/or parameters;

Communicates with building occupants regarding temperature comfort levels;

Starts, stops, adjusts and regulates equipment being operated to maintain building comfort levels;

Assists higher level HVAC Systems Technicians with inspection of HVAC equipment to insure efficient operation is maintained and helps make adjustments as required;

Observes both pneumatic and electronic temperature control systems and reports malfunctions and system problems to Stationary Engineer or a higher level HVAC Systems Technician;

Operates County HVAC equipment in line with facilities energy conservation policy while following established procedures, guidelines and standards;

Observes and operates auxiliary equipment such as pumps, compressors, valves, regulators and controllers and reports problems associated with same to Stationary Engineer;

Interprets oral and written instructions, including technical manuals, drawings/blueprints, specifications and plans;

Maintains written records and logs as necessary;

May be required to update skill levels through additional education/training relating to new developments in the HVAC field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices involved with the operation of large complex HVAC systems, auxiliary equipment and controls;

Working knowledge of methods, materials and test equipment used in the operation of large complex HVAC systems, auxiliary equipment and controls;

Ability to read and interpret technical manuals, sketches, drawings and blueprints;

Ability to use hand and power tools of the mechanical, plumbing and refrigeration trade;

Ability to use diplomacy, good judgment and tact in effectively communicating with building occupants, general public, County employees and contractors;

Ability to climb, stoop and do moderately heavy lifting;

Mechanical aptitude;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

- 1) Certification as a Core Refrigerant Transition and Recovery Technician as required by the Code of Federal Regulations, Part 82, Subpart F, and approved by the Environmental Protection Agency within 1 year of appointment.
- 2) Possession of the appropriate level Motor Vehicle Operator's License at time of appointment.

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COMPETITIVE