

MAJOR FUNCTION

This is skilled work involving the maintenance, repair, replacement and installation of Heating, Ventilation and Air Conditioning (HVAC) system, and Building Automation Systems (BAS). The HVAC Technician is supervised by the HVAC Project Manager and will be required to exercise some independent judgment and initiative to ensure the work is implemented correctly and complete.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Respond to HVAC, BAS, and related service requests from internal City facilities, identify the cause of the problem, review available graphics and trends data, determine appropriate solutions, initiate and complete the necessary repair or replacement, or recommend and manage the hiring of an outside contractor as required. Establish, follow, and maintain records associated with a preventative maintenance schedule for HVAC units and BAS to ensure they are maintained in reliable working condition and to maximize HVAC equipment service life and efficiency. Demonstrate excellent customer service skills and work with customers to ensure they are kept apprised of the estimated timeline for completion of repairs and/or projects including clear communication regarding anticipated delays. Travel to job sites, maintain log of miles driven and document all site visits including the make, model and serial number of installed equipment, test data and measurements, summary of work, and photographs as appropriate. Maintain proper inventory of parts, tools, and safety equipment. Available to work nights, weekends, and holidays, on a rotating basis, to service emergency needs of internal customers. Identify and participate in relevant training to maintain certification and stay abreast of the latest industry technologies and techniques. Perform related work as required.

Other Important Duties

Responsible for the general upkeep of HVAC related components, materials, repair equipment, job sites, and storage areas. Ensure safe and proper procedures are utilized during all maintenance and repair activities. Perform related work as required including assisting with general facilities management related projects and activities.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Excellent customer service skills with a strong desire to exceed customer expectations. The ability to work independently and in a timely and professional manner. The ability to keep records of repair and service operations and prepare reports. The ability to follow oral and written instructions accurately. Excellent analytical skills and attention to detail with the ability to read and interpret construction documents, controls' drawings, wiring diagrams, equipment and software manuals, and coordinate the activities of various construction contractors.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of experience that includes installing, maintaining, troubleshooting and correcting a diverse range of HVAC issues; or graduation from a vocational school with a certification in HVAC.

Necessary Special Requirement

Possession of a valid Class E State driver's license at time of appointment.

Must possess an EPA universal certification at the time of application

Established: 05-22-17
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07-11-19
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