

Classification Title: Facility HVAC Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Uses mechanical expertise to maintain a comfortable environment for all Wake County buildings through monitoring, diagnosing and repairing HVAC equipment. Services and performs preventative maintenance on HVAC equipment and monitors HVAC equipment by computer.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Responds to work orders, emergencies or requests for services related to HVAC equipment. Diagnoses problems, performs trouble-shooting and makes complex repairs to equipment.
2	L	Monitors HVAC equipment via computers. Reads, writes and edits computer programs for facility management systems and corrects control problems.
3	V	Performs preventive maintenance on HVAC equipment and systems, including but not limited to: cleaning coils, burners and sticks, changing filters, greasing change oils, oil sampling, eddy current testing, vibration analysis and water testing. Maintains records of work performed.
4	H	Works with design engineers on new construction projects and existing problems in buildings. Reviews blueprints, suggests improvements and inspects projects for incomplete or poor quality work.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Three years of experience in HVAC technology and service.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid commercial license and a “safe” driving record may be required and/or specialized licenses may be required.
Reading	Intermediate

CLASSIFICATION REQUIREMENTS	
Math	Intermediate
Writing	Intermediate
Managerial	Receives Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Meters, hand and power tools, HVAC specialty tools, torches, gauges, test equipment, refrigerant recovery equipment, air and water balancing equipment, 800 mhz radios, cell phones, pagers.

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	X Other (see 1 below)

(1) Equipment rooms, roof tops.

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, goggles, respirator, gloves, steel toe shoes, rainsuit, boots, hearing protection