

Classification Title: Facility HVAC Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides planning, supervision and specialized maintenance of HVAC systems and equipment. Directs and supervises the work of Facility HVAC Technicians. Provides expertise and leadership on complex HVAC problems and repairs and coordinates work requests for corrective HVAC maintenance.

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	L	Plans and organizes work or service requests related to HVAC repair and preventative maintenance. Supervises work of Facility HVAC Technicians and provides technical expertise to HVAC team. Assists Trades Supervisor with employee performance reviews, hiring/disciplinary actions, work objectives/effectiveness and realigning work resources.
2	V	Acts as a working supervisor to perform specialized maintenance, troubleshooting and repair of HVAC systems and equipment.
3	L	Coordinates and supervises outside contractors. Coordinates with other Trade Specialists as needed.
4	L	Evaluates processes and programs and recommends procedures. Implements as requested.

CLASSIFICATION REQUIREMENTS:

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Education	Associate’s degree or equivalent.
Experience	Four years of experience in HVAC technology and service.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver’s license and a “safe” driving record required. Additional licensing dependent on specialty.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate

CLASSIFICATION REQUIREMENTS	
Managerial	Receives General 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 supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
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	X Medium	Heavy	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