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HVAC TECHNICIAN

Nature of Work

Under general supervision, performs work in the operation and maintenance of heating, ventilation and air conditioning (HVAC) equipment and energy monitoring systems and equipment. Monitors HVAC and energy management systems by computer; checks temperature and environmental data; makes system adjustments. Conducts building inspections to ensure adequate heating, cooling, humidifying, dehumidifying and circulation in buildings. Availability required for emergency situations on a 24/7 basis. Adheres to federal and state regulations relating to refrigeration and/or HVAC operation and maintenance. With proper training, may be required to work in asbestos or in other hazardous environmental conditions. Performs related work as required.

Examples of Work

Installs, operates, maintains, and repairs building HVAC equipment; accesses automated HVAC and energy management systems via computer or on-site; monitors systems operation and makes adjustments to correct deficiencies when discovered.

Performs routine and preventive maintenance to ensure ongoing functioning of HVAC systems; repairs heating and air conditioning systems and/or components.

Oversees the maintenance of operating and maintenance records; trains maintenance staff on preventive maintenance for HVAC and energy management systems.

Records data such as temperature, hours of operation and fuel consumed; maintains necessary materials and time-man-hour accounting records of work performed; enters information on time card and job/work order.

Makes regular and special inspections of systems and operating infrastructure to ensure the highest possible energy efficiency and maximum life-cycle of equipment.

Recommends methods for increasing energy efficiency.

Practices safety techniques and procedures on the job and in the shop to prevent fires and provide safety for self and others in the area; applies knowledge of the trade, safety standards, signs, barricades and safety equipment (glasses, shoes, belts and masks).

May assist with the development of technical sections for requests for proposals (RFPs) related to HVAC and energy management systems.

May order parts and materials necessary for installation, preventive maintenance, and repair of equipment.

May supervise maintenance staff and contractors on a project basis.

Performs emergency repairs and system maintenance work during or after hours to resolve immediate safety concerns.

Knowledge, Skills, and Abilities

Knowledge of the equipment, methods, practices and materials used in HVAC and energy management systems operation and maintenance.

Knowledge of the computer controls, functions and technical adjustments pertaining to HVAC and energy management systems.

Knowledge of the occupational hazards and safety precautions related with HVAC systems operation and maintenance.

Knowledge of federal and state laws related to refrigeration and/or HVAC operation and maintenance.

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HVAC TECHNICIAN (cont'd)

Knowledge, Skills, and Abilities (cont'd)

Knowledge of math functions.

Ability to troubleshoot HVAC systems and equipment and take corrective actions.

Ability to read and interpret HVAC and energy management system blueprints and operating diagrams.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Minimum Qualifications

Training: High school diploma or equivalent.

Experience: Five (5) years of full-time or equivalent part-time paid experience installing and maintaining building heating, ventilation and air conditioning equipment.

Special Requirements: Possession of a certificate of training relating to the use of air conditioning refrigerants - Clean Air Act of 1990, Section 608.

AND

Possession of a current license for a certified HVAC Technician in the State of West Virginia.

AND

Possession of a current license for an HVAC Specialty Electrician through the WV Fire Commission.

Established: 06/15/2006

Revised: 02/24/2017; 06/12/2018

Effective: 06/12/2018