



HVAC Technician (2191)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 13

Safety-Sensitive: No

Purpose

The purpose of this classification is to perform general maintenance and repair of HVAC, minor electrical/lighting, and locking/securing systems.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Performs a variety of maintenance duties: installs, maintains, repairs, and overhauls commercial and residential heating and air conditioning equipment; performs preventive maintenance on and conducts daily visual inspections of mechanical rooms, heating/cooling systems and equipment; checks fluid levels and belts; replaces compressors, fans motors, bearings, and shafts; maintains air handlers and other heating and cooling equipment; installs, maintains and repairs related equipment (e.g., air filtering systems, ice machines); provides skilled work (carpentry, plumbing, electrical, etc.) to complete work order assignments.

Performs a variety of facility construction and remodeling functions including painting and staining, building and placing shelves and other storage structures, building and/or moving walls; and replacement of windows.

Maintains, repairs, and cleans tools, equipment, assigned work vehicle, mechanical rooms, and work areas.

Performs duties in a manner compliant with internal and external policies and guidelines: complies with state and federal requirements for the use, handling and transport of all refrigerants; follows all safety and risk management policies; selects materials and equipment at a competitive price; maintains inventory to eliminate down time.

Coordinates routine functional testing of fire alarms and sprinkler systems.

Responds to emergency calls and/or work orders related to air conditioning, heating, hot water equipment, and ventilation systems.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required, with vocational or technical school training in a building or construction trade; supplemented by five years of experience in HVAC maintenance/building

construction; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess (or obtain 12 months of employment), Refrigerant Transition and Recovery Certification.

Performance Aptitudes

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information, following a prescribed plan requiring the exercise of some judgment. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to work with others to coordinate the more complex problems associated with the responsibilities of the job. Often represents the department when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-40 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, bright/dim lights, and toxic agents.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019