

ORANGE COUNTY CLASS SPECIFICATION

TITLE: HEATING, VENTILATION, AIR CONDITIONING TECHNICIAN **GRADE:** 9

TITLE ABBREVIATION: HVAC TECHNICIAN **TITLE NO.:** 6404

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SC **FLSA CODE:** NE(2)

DEPARTMENT: VARIOUS

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility, on an assigned shift, for the operation of a computerized energy system and the maintenance and repair of automatic temperature control systems, absorption chillers, compressors, cooling towers, refrigeration equipment and mechanical heating, ventilating, and air conditioning (HVAC) equipment. Work is performed under general supervision and supervision may be exercised over assigned personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Services, repairs and provides preventive maintenance to all plumbing fixtures, related flush valves, mixing valves, faucets, water supply pipes, fittings, drain lines and traps in all campus buildings; installs plumbing fixtures and water supply lines;

Makes daily rounds to monitor the safe and efficient operations of boilers in all campus buildings;

Maintains all hot water heating system circulators including preventive maintenance;

Performs maintenance functions including cleaning and lubricating of boiler machinery, burners, stacks, pumps, piping, compressors and other boiler room auxiliary equipment;

Operates computerized energy management system, networks new facilities to energy management system, interprets data and takes corrective action;

Operates computerized controls and air-balancing equipment;

Calibrates instruments and performs diagnostic testing of equipment;

Maintains control systems and pneumatics and plumbing equipment for related HVAC equipment;

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Makes emergency repairs to HVAC systems including water, sewage and gas lines, electrical system, refrigeration and air conditioning equipment, and plumbing equipment in connection with equipment failure ensuring rapid reinstatement of service;

Performs preventive maintenance work on various mechanical equipment systems and related equipment such as, but not limited to, filters, control adjustments and belts;

Installs and repairs refrigeration, air conditioning, ventilation, pumping and other electrical and mechanical equipment including commercial-type kitchen equipment;

Operates electrical generating equipment;

Monitors equipment performance as required in order to track equipment efficiency and production;

Maintains logs with the required frequency in order to develop appropriate equipment efficiency, production, and equipment history records;

When assigned to the Department of Public Works:

May participate in snow and ice control operations including but not limited to driving and/or operating plows, snow blowers, or related equipment, shoveling snow, spreading salt and sand, chipping ice;

May be required to work outside regular scheduled hours including weekends for emergencies or necessary repairs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of operation of a computerized energy system and the maintenance and repair of automatic temperature control systems, absorption chillers, cooling towers, refrigeration equipment and mechanical HVAC equipment; ability to act quickly and efficiently in the event of a mechanical failure; ability to follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four (4) years of experience in the maintenance of commercial or industrial heating, air conditioning and ventilating systems.

NOTE: Education beyond high school at a regionally accredited college or a technical/trade school or the Armed Forces in a degree/program concentration in heating, air-conditioning, ventilation and/or refrigeration may be substituted for up to two (2) years of the required experience on a year for year basis.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver's license.

SPECIAL REQUIREMENT WHEN ASSIGNED TO DEPARTMENT OF PUBLIC WORKS: Must possess and maintain an EPA section 608 Universal Technician Certification within one (1) year of appointment.