

JOB DESCRIPTION



Position Title: HVAC Senior Technician

Department: Facilities

Employment Category: Classified Staff

Primary Location: District wide
Based in Sierra Vista

FLSA Classification: Non-exempt

Parameters: 40 hours/week; 12 months/year

Pay Grade: CS13

Position Summary: The HVAC Senior Technician is responsible for the efficient operation, maintenance, repair, and installation of HVAC/refrigeration, central plant, and digital control systems, and associated components, auxiliary equipment, water treatment, and monitoring systems and for the maintenance, service, and repair of well water and chlorination systems, solar array systems, and commercial appliances.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Operates, services, repairs and installs decentralized HVAC and centralized equipment, and associated control and mechanical systems; maintains and repairs motors, fans, compressors, condensers, evaporators, actuators, piping, valves, electronic controls, make-up air units, ducting, dampers, boilers, chillers, cooling towers, water treatment system, pneumatic, electric, and electronic controls, air handler units, make-up air units, fan coils, and variable air volume boxes.

Monitors performance of heating and cooling systems, and building environment using the Energy Management Control System program; maintains proper settings for ventilation and circulation; identifies inefficiencies and potential issues and takes corrective actions to maximize efficiency and comfort; schedules operating times, events and holidays, and adjusts occupancy temperatures and offsets

Maintains, services and repairs well pumps and associated equipment, including storage tanks, water treatment, including emergency power and pumping systems

Monitors, maintains, services and coordinates repairs of photoelectric and water solar arrays, and their associated equipment and controls, throughout the District

Maintains, services, repairs and installs commercial appliances, water heaters and filters

Performs regularly scheduled preventive maintenance work; coordinates heating and cooling operations, District wide, and assists with completion of preventative maintenance and repairs with entry level Technicians

Uses the Computerized Maintenance Management System (CMMS) for all HVAC systems; records equipment maintenance and repair, including data entry of all maintenance and repair activities; recommends adjustments to maintenance tasks and frequencies based on field observations and experience; generates reports for equipment and technician performance

JOB DESCRIPTION



Surveys college facilities to identify and record deficiencies, and takes corrective actions to resolve HVAC maintenance needs; maintains records of repairs, maintenance and equipment replacement, including supply inventory; plans work schedules and develops procedures, ensuring all tools and materials are available to complete the job to satisfactory standards and timely completion; determine labor and material estimates; may supervise the work of other facilities maintenance personnel

Reviews installation, remodeling, and repair project schematics to determine the scope of projects, necessary equipment, materials, and recommends potential changes to supervisor

Responds to emergency calls, tasking and work orders, as assigned by supervisor

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

HVAC Certification, Trades School or workplace Apprentice to Journeyman program
AND

Ten (10) years related experience, of which can include a minimum of three (3) years of Central Plant operations, repair and maintenance, and HVAC control systems

AND

Must possess an EPA Refrigerant Technician Universal Certification

Possess a valid state issued driver's license and must meet and maintain a driving record to be approved for coverage under the college's motor vehicle insurance policy

Other formal training schools and certifications are a plus

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of operation, service, repair and installation of HVAC-R equipment, including boilers, chillers, cooling towers, and associated system equipment

Knowledge of commercial building trade skills, including but not limited to, plumbing, electrical systems and control systems

Knowledge of energy management control system programs

Knowledge of preventative maintenance and computerized maintenance management software

Knowledge of workplace safety requirements

Skilled in using tools and equipment of the trade

Skilled in reading blueprints and electrical schematics and use of multi-meter for electrical troubleshooting of low voltage control systems

Ability to follow college policies and procedures

Ability to present ideas and concepts orally and in writing

Ability to generate and maintain computer based reports, spreadsheets, and databases

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

JOB DESCRIPTION



Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes, and with a sense of urgency

Work Environment: Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards. May work with potentially hazardous chemicals that could include, but are not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Building and Grounds Manager

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.