

HVAC SPECIALIST

Position Code:

WC Code:

FLSA Status: Non-Exempt

Pay Grade: 351

Location: Facilities

Approval Date: 2019

General Statement of Duties

Performs intermediate skilled work in the maintenance, repair and installation of refrigeration and air handling equipment in Town Facilities. Work is performed under the regular supervision of the Facilities Maintenance Supervisor.

Distinguishing Features of the Class

Troubleshooting, repairing, installing and maintaining refrigeration and air handling equipment; maintaining records and files; preparing reports. Installs new air handling equipment and other refrigerated equipment. Troubleshoots, repairs and replaces heating and air conditioning equipment. Performs preventive maintenance on refrigeration and air handling equipment.

Duties and Responsibilities

- Adjusts and/or repairs refrigeration, air handling, air compressors, and pneumatic controls.
- Configures Terminal Equipment Controller
- Analyzes and updates temperature output parameters.
- Replaces and/or repairs electrical controls, refrigeration compressor, and evaporator coils.
- Reclaims Freon
- Checks, rewires and replaces electrical components such as conductors, starters, relays, switches, lights, etc.
- Maintains, repairs, and/or rebuilds chilled water, water circulation pumps, pump valves, cooling towers, and air handlers.
- Installs, adjusts and rebuilds pneumatic and electric thermostats.
- Detects and repairs leaks in pipes and valves
- Completes assigned work orders and necessary work order reports.
- Performs other building maintenance tasks as assigned.
- Some overtime and after-hours work are required.
- Performs related tasks as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the common practices, tools and terminology of the mechanical trade; thorough knowledge of the use and characteristics of common refrigeration and air handling materials; thorough knowledge of the hazards and safety precautions associated with the trade; skill in the use of tools and equipment; ability to work from sketches, drawings, plans or specifications; basic computer skills; ability to perform manual labor for extended periods; ability to follow oral and written instructions; ability to estimate needed materials and time required for various jobs; ability to establish and maintain effective working relationships with associates.

Minimum Education and Experience

Requires graduation from high school; considerable experience in refrigeration, plumbing, heating or related trade.

Requires Possession of an appropriate driver's license valid in the State of North Carolina.

Requires air conditioning recovery and recycling certification.

NC H1, H2 or H3 class 1 certifications, or the ability to obtain in 2 years.

Physical Requirements

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.