

Middletown, CT Job Description

Classification Title	HVAC Technician
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to maintain, repair and service all Heating, Air Conditioning and refrigeration systems, ~~which include~~ esing exhaust and dust collection systems and energy maintenance systems ~~for the Board of Education. The work is performed under the direction of the Director of Facilities.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs routine and preventive maintenance on heating and air conditioning systems; ~~inspects and replaces air filters; lubricates bearings, motors and other moving parts; inspects or replaces worn bearings, shafts, blower wheels, fan blades and pneumatic control systems.~~
- ~~Repairs, maintains and services commercial and industrial heating and air conditioning systems and pneumatic control systems. Responds to emergencies and repairs faulty systems. Ensures HVAC and mechanical code compliance for all modifications and new air conditioning system installation.~~
- ~~Facilitates and maintains load shedding capabilities for the ISO-New England Load Shedding Program. Services and operates Building Energy Management System, which includes building schedules, adjusting set points and safe guarding program data.~~
- ~~Cleans, repairs or replaces heating, evaporator and condenser coils, drain pans and piping. Inspects and replaces drive and blower pulleys; aligns pulleys and belts. Replaces or rebuilds thermo-expansion valves; checks and adjusts super heat on valves.~~
- Checks and adjusts refrigerant charges and refrigerant filter dryers; ~~s~~ Searches out and repairs refrigerant leaks; ~~inspects and replaces compressor refrigerant oil; troubleshoots oil. Troubleshoots compressors.~~

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- Inspects, cleans, repairs, replaces or installs refrigerant lines, water-cooled condensers, evaporators, water pump couplings and seals, piping, heat exchangers, burners, pumps, lines, filters, storage tanks, regulators, hot water heaters, valves, vents, registers, fans, collection systems and a variety of other systems and components.
- ~~Orders and maintains stock of air filters for all schools. Orders and maintains stock drive belts for all schools.~~
- ~~Responsible for District-wide computerized energy management systems including all temperature settings, night set-back parameters, weekend and holiday programming and override programming for after-hour events. Researches and purchases air filters and materials to repair building heating and air conditioning equipment.~~
- ~~Attends various construction meetings and coordinates with architects and engineers in school projects to ensure district-side HVAC continuity. Reviews project plans and specifications regarding HVAC systems and makes recommendations. Schedules and oversees contractor work. Ensures building code compliance and quality workmanship of installation and repairs.~~
- ~~Inspects, repairs and replaces ice machines, commercial refrigerators and freezers and temperature alarms. Programs electronic speed drive controllers and computer modems.~~
- ~~Maintains energy management phone lines at all schools.~~
- ~~Inspects and replaces electrical fuses.~~
- ~~Logs temperatures of coolers and freezers.~~
- ~~Operates energy management software through Computers~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Completion of a Vocational technical school program in Heating, Air Conditioning and Refrigeration and at least five years of experience in commercial and industrial HVAC and Refrigeration Service and Pneumatic and Building Management Control Systems.

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~~the completion of an apprenticeship with five to seven years of progressively responsible commercial HVAC service, repair and installation experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

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Other

- ~~S-2 Heating, Piping and Cooling Unlimited Journeyman's license, SM-2 Limited Sheet Metal Journeyman's License and EPA Universal Refrigeration Usage Certification, and a valid Connecticut driver's license. Ability to obtain Sheet Metal Journeyman License.~~

PREFERRED QUALIFICATIONS

~~None.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships. Knowledge of commercial HVAC system~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person. Must possess troubleshooting skills~~
- ~~Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as work orders, proposals and quotes, purchase orders, engineering specifications and drawings, service manuals, lists, electrical schematics, blueprints, procedures, guidelines and non-routine correspondence.~~
- ~~Requires the ability to communicate orally and in writing with the Facilities Director, custodians, teachers, office personnel, school central administration, City Directors, principals, vendors, contractors, and the public. Knowledge of commercial refrigeration systems and kitchen equipment~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical~~

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~~operations with fractions, algebra, geometry and trigonometry.~~ Knowledge of commercial burners and boilers

- Knowledge of building codes
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information

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- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate equipment and machinery such as HVAC equipment and components, meters, gauges, torches, pumps, boilers, and refrigeration equipment requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as repairing and maintaining HVAC systems and components.~~
- ~~Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds; may occasionally involve objects and materials up to 100 pounds.~~
- ~~Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.~~

Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as disease or pathogens, electrical currents, temperature extremes, explosives or toxic agents can cause discomfort and where there is a risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	