

## JOB DESCRIPTION

(Classified Employee)

Job Title: HVAC Technician

Date: July 2009

Job Code: 1230

### Statement of the Job

Employee performs skilled, complex work in the repair, maintenance and installation of heating, ventilating, air conditioning and steam distribution equipment and energy management systems.

### Duties of the Job

- \*1. Installs, maintains and repairs heating, ventilating, air conditioning and steam distribution equipment and systems to optimize energy use.
- \*2. Operates a variety of equipment such as hand tools, lap top computers and diagnostic hardware to perform work.
- \*3. Installs, maintains and repairs computerized electronic pneumatic and digital direct control devices related to HVAC and heat control.
- \*4. Operates various measuring, diagnostic and testing instruments.
- \*5. Requisitions material and supplies from stockroom, calls vendors to discuss needs for parts and supplies, and recommends purchases and suppliers.
- \*6. Reads complex blueprints, piping, sketches, schematics and wiring diagrams.
7. Maintains electronic/pneumatic testing equipment.
8. Performs brazing, soldering, pipefitting, welding and fabrication.
9. Maintains underground steam distribution system through repair and/or replacement of parts.

Asterisked (\*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

## JOB SPECIFICATION

(Classified Employees)

Job Title HVAC Technician

Job Code No. 1230

Wage Grade 21

Total Points 412

FACTOR	DEGREE	POINTS
1. Knowledge and Skills Must possess one or more of the following valid licenses/certificates depending upon assigned duties: a limited electrician's license in low energy, oil burner license, EPA freon certificate, high pressure boiler operator's license, limited electrician's license for refrigeration, natural gas certification, plumber's license. Specialized knowledge to analyze and solve complex problems.	5	180
2. Effort I. Mental and Visual Effort Continuous, concentrated mental and visual effort to plan and perform complex work. II. Physical Effort Heavy physical exertion.	4	32
3. Responsibility for Cost Control Sustained high degree of attention required to prevent damage or waste.	4	32
4. Responsibility for Others I. Injury to Others Sustained high degree of care and awareness required to prevent physical injuries. II. Supervisory Responsibility Reviews and checks work of regular employees during a minor portion of the day, and/or supervises student or temporary employees during a minor portion of the time. III. Sensitive Information and Records Little or no contact with sensitive information.	4	32
5. Working Conditions Frequent exposure to circumstances which can cause total disability or death.	4	40
6. Responsibility for External and Internal Relations Considerable external and/or internal contacts to carry out responsibilities.	3	24