

HVAC-R TECHNICIAN

Department: Central Maintenance
Division: n/a
Appointing Authority: Facilities Manager

Grade: CM3
Revision Date: 8/18
Bargaining Unit: NR

Definition:

Performs skilled work in the installation, repair, maintenance, and inspection of all HVAC-R equipment, related controls, and other associated machinery, equipment and systems in Town and School facilities to ensure integrity of systems and safety of all facilities, all other work that is logical to the position as required.

Supervision:

Performs HVAC-R system troubleshooting, installation, repair, and maintenance duties with minimal supervision.

Works under the general direction and supervision of the head of Central Maintenance or designee. Plans and schedules own work, referring only unusual administrative or other matters to supervisor. Works within established policies and under the general policy direction of Facilities Manager. This person must be able to work on his/her own and demonstrate self-motivation and direction with minimal input from supervisor. May be responsible for some supervision or oversight of maintenance staff on projects requiring adherence to permitting or code requirements, or of outside vendors or crafts personnel on similar projects.

May perform some supervisory duties of Plumber/HVAC Assistant/Laborer position.

Environment:

Duties are performed under typical field, building and construction conditions with exposure to weather extremes and other hazards; operates standard office equipment including computers; field work involving inspections or on-site visits. Noise level is usually moderate to at times loud. Exposure to oil/grease, chemicals, gases and other environmental hazards is possible.

Performs varied and responsible functions requiring independent judgment to ensure compliance with applicable laws, regulations, and departmental policies.

Has contact with employees, departments, elected and appointed officials, citizen or governmental committees, state and federal agencies, vendors, consultants, contractors, outside organizations and the general public.

Has access to confidential information such as departmental bid/proposal information, contracts, and other information regarding departmental business.

Errors in judgment and administration decisions may cause an adverse impact on employee morale, building and employee safety; cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the town; and significantly impact long-term capital planning and infrastructure.

Must drive self to job sites and locations as necessary.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs troubleshooting, repairs and preventive maintenance on all HVAC-R equipment for Town and School facilities; serves as primary person in performance of HVAC-R system service, maintenance and installation work on building and site systems. Performs scheduled, emergency and preventative maintenance on HVAC-R systems.

Specific duties may include satisfying complaints of inadequate heating or cooling using effective troubleshooting skills that result in reliable repairs to equipment. Work may involve replacement of control valves and piping, evacuation and charging of refrigeration systems, diagnosing temperature control systems, and repair to boiler controls and safety devices.

Preventive maintenance would include lubrication of equipment as needed, drive belt installation and adjustment, filter changes, and boiler burner servicing.

Interface with HVAC-R control software programs to monitor and evaluate system performance requiring full operational skills with software programs acquired through formal training and self-education; including the adjustment of occupational schedules in Town buildings and schools, editing operational status of equipment, and basic field diagnostics of computer control systems when required or indicated.

As assigned may assist Plumber with the maintenance, repair, and installation of plumbing systems in Town and School buildings; including the installation and/or repair of roof drains, floor drains, bathroom fixtures, gas piping and water lines.

Must learn to navigate the Central Maintenance computerized maintenance work order program in order to complete assigned work orders. This position will be expected to set up work procedures associated with PM schedules in the maintenance work order system. Obtains necessary permits and monitors work being performed to ensure cost effective use of labor and materials. Inspects systems and work in progress for satisfactory performance and conformance with plans and specifications and local codes.

May perform other duties outside the primary job responsibilities as directed.

Minimum Qualifications (*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.*)

- High School diploma plus certificate of completion in a HVAC-R curriculum from an accredited vocational school plus three years field experience or 5 years field experience with a certificate of completion from an accredited on-line HVAC-R program and be RSES or NATE Certification is required.
- Certification to EPA section 608 regulations is required
- Ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required.

Knowledge, Ability and Skill:

Requires thorough understanding of HVAC-R systems and principals upon which such systems are designed and operated; the ability to use schematics and to understand verbal instructions of a technical nature. Working knowledge of electrical, plumbing, and other trades highly desirable. Must demonstrate proficiency in the use of tools and equipment common to the HVAC-R trade such as multimeters, refrigerant gauges, combustion analyzers, etc. Knowledge of the hazards and safety precautions common to industrial maintenance and repair activities as well as the various types of materials, equipment, tools, methods and techniques used in the installation and maintenance of HVAC-R systems.

Demonstrates a full understanding of applicable local and state codes, policies, procedures, and work methods associated with assigned duties. Ability to read, interpret and understand detailed plans, schematics, logic diagrams, drawings, specifications and blueprints, operation manuals, and other technical documents. Ability to meet project timetables. Ability to design and prepare cost estimates and bills of material for routine repair and special projects. Ability to coordinate and work with all other building trades.

Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Ability to direct subordinates in an efficient and positive manner. Ability to establish short range plans and objectives within scope of policies and goals. Must be punctual and perform all aspects of job responsibilities with honesty and integrity. This person must be able to work on his/her own and demonstrate self-motivation and direction with minimal input from supervisor.

May perform other semi-skilled interior and exterior building maintenance and repairs when requested.

Ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required.

Physical Requirements:

Physical ability to perform manual work for 8 hour day or longer if required. Work may involve lifting objects weighing 50-75 lbs and pushing and pulling objects weighing up to 100 lbs; work in cramped areas or awkward positions for prolonged periods of time; exposure to ambient conditions including hot, humid, cold or wet conditions.

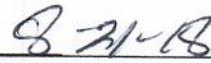
Work may require use of staging, ladders or mechanical/hydraulic lifts at various heights. Moderate to strenuous physical effort required to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus. Ability to use computer keyboard and write instructions under standard office conditions; to use specialized power and hand tools and equipment utilized in the trade. Designing, drafting, calculating and related duties involve concentration of mental and visual attention with manual coordination for sustained periods.

Special Requirements: Must possess a valid Class D driver's license. EPA 608 Certification, MA Oil Burner Technician License, Hot Works Certification, and OSHA-10 certification will need to be obtained after employment if not already possessed at time of hire; any other licenses/endorsements required by state or federal law. Must pass CORI and SORI checks through the Town and School. May be required to respond to or be on-call for emergency situations outside of normal work hours.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:


Human Resources Director


Date
Revision History: Initial 12.14, 8.18


Mayor


Facilities Manager