

JOB DESCRIPTION

HVAC Technician

Summary

This position installs and maintains heating, ventilating, and air conditioning equipment.

Essential Job Duties

- The HVAC Technician is involved in preventive maintenance on, installation of, and identifying and repairing problems on the following types of equipment:
 - ▶ Air conditioners, heat pumps, and chillers
 - ▶ Steam, gas, oil, and coal fired heating systems
 - ▶ Humidification and Dehumidification systems
 - ▶ Fans, blowers, air filtration systems, and ducting
 - ▶ Steam and condensate systems
 - ▶ Measurement and control systems
 - ▶ Other Specialized Equipment
- The HVAC Technician installs, develops and performs preventive maintenance schedules, troubleshoots, and repairs the above equipment in a professional manner (Employees entering an HVAC Technician classification will be evaluated and placed into one of the four levels of HVAC Technicians based upon their competence and ability. Technicians that continue to increase their competence and ability, knowledge, experience, and exhibit good work habits, may be allowed to test and interview their way to the next higher HVAC Technician classification, until reaching HVAC Technician II.)
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines
- Complete reports as required (Must be able to certify understanding of environmental requirements, including refrigerant recovery and disposal laws.)
- Develop the technical and mechanical skills of self and others through training
- Use people, time, equipment, and material in the most efficient manner
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to supervisor
- Other duties as required by the business
- Good attendance, safety, disciplinary, and overall employment records
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- One-year degree in HVAC Technology or equivalent program from an approved trade or technical school required to attain Tech II level
- Leadership and judgment qualities
- Familiar with basic process operations
- Should be motivated, willing, enthusiastic, and promotable
- Embraces teamwork
- Ability to communicate effectively and work cohesively with others
- Organized with excellent time management skills
- Demonstrated proficiency in, or applied knowledge of the following:
 - ▶ Basic refrigeration cycle
 - ▶ Refrigerant recovery
 - ▶ EPA certification to handle refrigerant
 - ▶ Knowledge of deep vacuums
 - ▶ HVAC installation, troubleshooting, repair, and maintenance of light commercial air conditioning systems, heat pumps, and chillers 60 tons and larger
 - ▶ Electrical, refrigeration, and air flow testing meters
 - ▶ Ability to read and understand instructions in manuals and follow safety procedures
 - ▶ Read and follow control wiring diagrams
 - ▶ Ohm's law and use of formula's
 - ▶ Three-phase and single-phase electrical power systems
 - ▶ Knowledge of psychometric chart
 - ▶ Steam, traps, and condensate systems
 - ▶ Solder and braze copper, brass, and steel
- Proficiency in, or applied knowledge of the following are desired:
 - ▶ Boiler operations
 - ▶ Ductwork design, troubleshooting, and sizing

- ▶ Troubleshooting problems using the psychometric chart
- ▶ Design of cooling and heating control systems
- ▶ Engines and turbines

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight hour shift if necessary
- Able to bend and lift up to 50 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions
- Able to work on rotating shifts up to six days per week. A normal shift will consist of eight hours with a scheduled sixth day every four weeks

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date