GENERAL SUMMARY: An intermediate level which performs preventive maintenance, and installs the HVAC system, diagnosing and repairing problems, or replacing components or the entire system.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
Performs preventative maintenance, operates, maintains and repairs HVAC equipment such as boilers, chillers, pumps, air handler units and cooling towers and ensures that all equipment is working properly and in compliance with established departmental service and maintenance standards.

Reads and interprets data from a computerized HVAC/energy management system, charts, gauges, dials, thermostats; makes adjustments or repairs to appropriate equipment and instruments.

Repairs and installs HVAC electrical and pneumatic components such as motors, compressors and heat pumps.

Performs water analysis and chemical treatment adhering to state/local government regulations; operates.

 Reads and interprets blue prints, schematics, and technical manuals in performing repairs and installation activities.

Inspects fire and smoke alarm systems, making necessary minor adjustments and makes recommendations for major adjustment to supervisor.

Operates, cleans, maintains, and repairs swimming pool mechanical systems including plumbing, electrical and mechanical filtration/chlorination systems.

Requisitions supplies, parts, equipment and other related items. Maintains purchase records and monitors the budget.

Performs other duties as assigned.
REPORTING RELATIONSHIP:
Varies by organizational needs.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Graduation from high school or equivalent plus four years’ experience repairing and installing commercial heating, air conditioning and electrical systems equipment and HVAC certification.

- Knowledge of or ability to learn to utilize computer technology to access, read, and interpret data generated by computerized energy management system and maintain records, generate reports and communicate with others.

- Ability to communicate effectively and courteously with individuals from diverse backgrounds.

- Requires a valid driver’s license.

- May be required to work hours other than 8:00 a.m. to 5 p.m. Monday through Friday.

- Strong knowledge and experience providing effective customer service.

- Proof of certification will be required.

- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***