

HVAC Technician III / DDC Programmer
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Operations**

TITLE: **HVAC Technician III / DDC Programmer**

- QUALIFICATIONS:**
1. High School Diploma or equivalent, two-year Associate Degree, completion of apprentice program, or military training in HVAC systems preferred.
 2. Five years of experience in the installation, maintenance, and repair of ventilation, air-conditioning, and environmental control systems preferred. A minimum of two years of experience with DDC applications and troubleshooting in control of HVAC systems required.
 3. Environmental Protection Agency (CFC) certification required and valid HVAC Journeyman's card preferred..
 4. Successful completion of training program(s) relative to DDC systems operation, programming, and maintenance by major control vendor(s) or by acceptable college or university.
 5. Valid North Carolina driver's license.

REPORTS TO: HVAC Foreman

JOB GOAL: To perform the full range of duties associated with installation, maintenance, and repair of ventilation, air-conditioning, and environmental control systems; perform basic operational functions on existing DDC systems including: scheduling, set point adjustments, setting of alarm limits, defining alarm messages, etc.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of Maintenance Operations and New Hanover County Schools, along with state and federal regulations pertaining to school/department issues.
2. Perform routine maintenance and repair of HVAC components and equipment.
3. Evaluate HVAC systems operation and diagnose/solve HVAC systems' operating problems.

4. Modify existing DDC system programming and resulting control sequence using vendor applications software; knowledge of BACnet and BACnet/IP standards and requirements.
5. Implement modifications to existing DDC systems, including installation of sensors, controllers, and final control elements.
6. Program new I/O points and control sequences; interpret control requirements from HVAC plans and specifications; perform point-to-point checkout, startup, and commissioning on assigned projects.
7. Know and understand building codes, facility standards, and applicable regulation relative to HVAC systems application and operation in a school environment; knowledge of plumbing, electrical work and a basic understanding of electronic and HVAC controls.
8. Ability to train, supervise and direct Level I technicians.
9. Support the production of project specific “As-Builts” and maintain DDC systems documentation.
10. Develop user interface in compliance with NHCS standards.
11. Program DDC systems following engineering standards and controls logic; responsible for completing all data where applicable for closing work orders daily.
12. Willing to be on-call in case of emergency; answer emergency calls via NHCS computer device for DDC controls in absence of DDC Coordinator.
13. Perform related duties and responsibilities as requested by the Director of Maintenance Operations and/or supervisor.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of ventilation and refrigeration theory and systems.
- Demonstrate functional knowledge of the practices, methods, materials, and equipment

used in the maintenance and repair of ventilation, air-conditioning, and environmental control equipment.

- Demonstrate considerable functional knowledge of the design and operation of centrifugal and reciprocal compressors.
- Demonstrate functional knowledge of shop math, mechanical drawing, applied physics and chemistry, electronics, blueprint reading, and computer applications.
- Ability to diagnose equipment malfunctions and prescribe repair procedures.
- Ability to follow broad written or verbal instructions.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, climb, and lift a minimum of 25 pounds.