

HVAC Technician-Lead

Purpose Statement

The job of HVAC Technician-Lead is done for the purpose/s of providing HVAC services with specific responsibility for guiding assigned workers; ensuring completion of projects; identifying repair and/or replacement needs; monitoring, installing, repairing, maintaining and upgrading HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assists with monitoring contract work (e.g. installation of new equipment by outside companies, etc.) for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans air conditioning and heating units (e.g. filters, coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.
- Coordinates with other leads, trades and outside vendors (e.g. electricians, equipment manufacturers, etc.) for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning systems (e.g. no heat/air, too hot/too cold, etc.) for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating, closing work orders, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs heating and air conditioning equipment and systems (e.g. any system using natural gas: heating, ovens; refrigerators/ice makers; heating systems: exhaust, boiler, pumps, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Monitors HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, filters, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Oversees assigned personnel and the day to day activities and operations (e.g. assigning work orders, ensuring completion of tasks, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Performs routine and preventive maintenance (e.g. cleaning and replacing filters, annual boiler inspections, etc.) for the purpose of ensuring the ongoing functioning of HVAC systems.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.

- Repairs heating and air conditioning systems and/or components (e.g. any system using natural gas: heating, ovens; refrigerators/ice makers; heating systems: exhaust, boiler, pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Responds to emergency situations during or after hours (e.g. no heat, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. spare parts, tools, ladders, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation , repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level (apprenticeship program) or eight years increasingly responsible experience in maintaining and repairing of heating, cooling, and ventilating equipments including electrical and pneumatic controls.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Certification for maintenance of HVAC equipment

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

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