



<b>Job Title</b>	HVAC Specialist I, II	<b>Job Code</b>	FS0914, FS0923
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	16, 17
<b>Union</b>	AFSCME	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	20
		<b>Subfamily</b>	Skilled Trades

**Job Family & Subfamily Summary**

**Facilities Professionals** plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Skilled Trades Professionals** perform a variety of duties/repairs requiring specific skills, abilities and appropriate licensing. Includes carpentry work, painting, equipment repair, electrical, plumbing, and HVAC repair.

**Job Summary**

Repairs and maintains HVAC and refrigeration systems, including but not limited to, water source heat pumps, direct expansion, and electrical plumbing systems. Ensures all components adhere to national and state codes. Troubleshoots issues and responds to requests from customers and/or staff. Responds to emergencies or other unforeseen situations.

**Representative Duties**

**1. Repairs and Preventative Maintenance**

- Performs preventive maintenance and predictive maintenance to identify potential failures or prevent failures
- Installs, maintains, tests, and calibrates refrigeration components connected to campus heating, ventilation, and air conditioning equipment
- Calibrates electric, electronic and pneumatic controls to maintain temperature and humidity
- Checks refrigerant charges and operating pressures in direct expansion units and ensures that safety cutouts are operational
- Locates and corrects refrigeration failures and malfunctions
- Maintains, installs and repairs compressors and makes emergency refrigeration repairs

**2. Emergency Assistance**

- Assists with work done by central shops, contractors, other zones, and departments
- Works with other facilities operations areas in times of personnel shortages or emergencies

**3. Recordkeeping**

- Completes work orders in timely manner
- Records labor hours, action code, shop stock, and trade notes, indicating work performed and any special conditions or situations that require further attention
- Assists with inventory control and security
- Reports any conditions needing attention

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	See Level Addendum below	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Outside of a standard office environment with specific physical demands, with occasional standard office environment

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

- Completion of an approved apprenticeship program in heating, ventilation and/or air conditioning; OR 2+ years of relevant work experience with a High School Diploma
- EPA 608 Universal Refrigerant License
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

### Level II

- Completion of an approved apprenticeship program in heating, ventilation and/or air conditioning, HVAC certification North American Technician Excellence (NATE) OR equivalent or 4+ years of relevant work experience with a High School Diploma
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**