Classification Specification for Classified Service

Title: Air Quality Technician 1 (HVAC)  
Pay Scale Group: 97D

Essential Function

Under general supervision from higher-level supervisor, perform master HVAC work; supervise variously skilled Air Quality workers in HVAC work.

Characteristic Duties

1. Perform pipefitting and install, repair, adjust or modify all types of refrigeration, air conditioning, heating and ventilation equipment; replace or repair all supporting systems such as electrostatic filters, pneumatic and electric controls (including calibration of controls), utility meters, pumps and fan motors. Perform pipefitting and install and repair steam line, expansion joints, traps, regulators, bearings and valves;

2. Plan, implement and perform preventive maintenance on equipment. Inspect installed equipment for proper assembly of components and compliance with technical orders, blueprints, specifications, handbooks and established procedures. Insure safe operational standards;

3. Read and interpret sketches, blueprints and layouts, determine amount of material and time involved; make cost estimates; compile reports, requisitions, work orders, inventory lists and project reports/records;

4. May be required to serve as a lead worker and/or supervise, instruct and train semi-skilled and skilled Air Quality workers and trades people; assist supervisor in allocating work assignments; reviewing and evaluating work performance in training new personnel; coordinate work with other trades;

5. Maintain housekeeping conditions as prescribed by area;

6. Perform related duties based on departmental need.

Unusual Working Conditions

May be exposed to dirt, temperature extremes, and dangerous equipment.

Minimum Qualifications

Must have approved certificate from an accredited related apprenticeship program, or high school diploma and two years directly related work experience. Must have an EPA refrigeration certificate. Requires a valid driver’s license with an acceptable record.