

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: HVAC Technician
DEPARTMENT: Building Maintenance
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: LTC (Labor, Trades, and Crafts)

DATE WRITTEN: September 2015
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as HVAC Technician for the LaPorte County Building Maintenance department, responsible for performing installation, diagnostic, repairs, and replacements for parts in HVAC system.

DUTIES:

Ensures all types of HVAC devices function properly at all times, including performing diagnostics, repairs, and replacement for parts in HVAC system. Repairs or replaces defective equipment, components, or wiring.

Tests electrical circuits and components for continuity, using electrical testing equipment, and reassembles and tests equipment following repairs.

Inspects and tests system to verify system compliance with plans and specifications and to detect and locate malfunctions.

Discusses heating-cooling system malfunctions to isolate or to verify malfunctions have been corrected.

Records and reports all faults, deficiencies, and other unusual occurrences, including time and materials expended on work orders.

Tests pipe, tubing and connections for leaks, using pressure gauge or soap and water solution.

Adjusts system controls to setting recommended by manufacturer to balance system.

Recommends, develops, and performs preventative and general maintenance procedures, such as cleaning, power-washing and vacuuming equipment, oiling parts, and changing filters.

Lays out and connects electrical wiring between controls and equipment according to wiring diagram and installs auxiliary components to heating-cooling equipment, such as expansion and discharge valves, air ducts, pipes, blowers, dampers, flues and stokers.

Assists with other work in coordination with repairs and maintenance teams.

Installs, connects, and adjusts thermostats, humidistats, and timers.

Generates work orders that address deficiencies in need or corrections.

Joins pipes or tubing to equipment to fuel, water, or refrigerant source, and to form complete circuit.

Studies blueprints, design specifications, and manufacturer's recommendations to ascertain the configuration of heating or cooling equipment components and to ensure proper installation of components, and assembles, positions, and mounts heating or cooling equipment, following blueprints.

Cuts and drills holes in floors, walls, and roof to install equipment, wraps pipes in insulation, securing in place with cement or wire bands, measures, cuts, threads, and bends pipe or tubing, and fabricates, assembles, and install duct work and chassis parts.

Operates various hand and/or power tools in performance of duties, including, but not limited to, saws and drills, electrical test equipment, wire bands, pipefitter's tools and electrician hand tools.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED with above average marks in field of chemistry, physics, and mathematics, with formal training and education in recognized HVAC curriculum, on-the-job training and apprenticeship under the supervision of a licensed HVAC Technician preferred. Completion of a licensed and certified course from a recognized source in HVAC management preferred.

Must have four (4) years commercial experience on boilers and chillers.

Must be at least 18 years of age.

Possession of or ability to obtain and maintain required certifications and comply with applicable standards, policies, and procedures, including safety procedures and maintenance of clean work area.

Sound knowledge of various devices that perform HVAC functions, systems used to control HVAC devices, such as remote controls, handsets and laptops, and mechanical functions, including welding, soldering, fabricating and brazing.

Working knowledge of standard office procedures and computer software programs used by the Department, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports and work orders.

Ability to operate various hand and/or power tools in performance of duties, including, but not limited to, saws and drills, electrical test equipment, pressure gauges, wire bands, pipefitter's tools and electrician hand tools.

Ability to work with refrigerant and Freon gas and handle pressure, danger and various work-related factors, such as heights and cramped spaces.

Ability to properly operate standard office and inspection equipment, such as tape measurement, level, computer, copy machine, calculator, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to read and interpret detailed blueprints, and specifications to install HVAC, and perform arithmetic calculations.

Ability to effectively communicate orally and in writing co-workers, and other County departments, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to understand, memorize, retain, and carryout written and oral instructions, and present findings in oral or written form.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent receives general instructions from supervisor and is responsible for inspection and repair of County HVAC equipment and systems. Independent judgment is allowed to determine the best method to effect necessary repairs. Care and skill is required to protect building, systems and HVAC equipment. Work is reviewed upon completion to ensure adherence to instructions, and manufacturers specifications and blueprints.

Incumbent reports directly to the Maintenance Supervisor.

III. PHYSICAL EFFORT:

Incumbent performs duties requiring moderate physical exertion, such as sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing between 25 to 50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, color/depth perception, hearing sounds/communication, and handling/grasping tools and equipment.

IV. WORKING CONDITIONS:

Incumbent performs duties in various work environments and is exposed to extreme temperatures, inclement weather, dust, dirt, noise from motors and pumps, and confined areas and high places as required by maintenance tasks. Safety precautions, including the use of protective equipment, must be used at all times to avoid injury to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of HVAC Technician for the Building Maintenance department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name