

CITY OF KENT
POSITION DESCRIPTION

Position Inventory Number: _____

Classification Specification: Maintenance Technician

Salary Range: TM31

Position Description: HVAC/R Specialist

Incumbent: _____

Location: Parks Department - Facilities Management Division

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GENERAL PURPOSE:

Under the direction of the Field Supervisor, or designee, the incumbent is responsible for troubleshooting, repairing, and maintaining the heating, ventilation, air conditioning, and refrigeration (HVACR) systems in all City owned and leased facilities.

Work is characterized by specialized technical and skilled tasks in the inspection, maintenance, and repair of the City's HVACR systems and equipment. Duties include, but are not limited to, analyzing and determining required repairs or maintenance; routinely monitoring and calibrating equipment; purchasing necessary supplies; and performing the needed services of the HVACR systems. The incumbent is also required to use independent judgment as to the methods of repair for the HVACR systems.

Work is performed under general supervision. The supervisor defines objectives, priorities, and deadlines; and assists the incumbent with unusual situations, which do not have clear objectives or precedents. The incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, program, install, maintain, and update preventative maintenance schedules for all HVACR systems in the City's owned and leased facilities; ensure proper start/stop/run sequences; identify and correct difficult problems with the system and other types of electrical equipment; review and update equipment for status control and display.

Inspect all HVACR systems and perform specified preventative maintenance for each identified piece of equipment.

Read and interpret technical manuals, blueprints, and/or various electric gauges/meters to facilitate repairs and maintenance of HVACR systems in City facilities.

Troubleshoot and determine the cause of problems with HVACR systems and perform necessary repairs; make recommendations for changes in the operation of systems.

Troubleshoot, install, and replace electrical circuits as they relate to the HVACR; maintain and develop new or existing systems as it relates to emergency power generation and sensing and measuring devices.

Change the air and water filters in all systems.

Research and determine the most cost effective/efficient method for repairs and inventory needed.

Adjust and set temperature settings on HVACR units.

Repair compressors; evacuate and replenish refrigeration chemicals.

Prepare and maintain schedules, logs, and routine correspondence of preventative maintenance tasks; prepare and submit recommendations/requests for system improvement and other programs and projects.

Purchase and maintain necessary supplies and inventory to perform preventative maintenance and repairs.

May provide work direction, assist, and/or coordinate work with outside contractors to ensure projects are completed in a manner consistent with City requirements.

Operate and maintain assigned City vehicle, tools, and equipment; maintain supply room in accordance with established procedures; purchase material, supplies, and tools as needed for specific repair work, general use, and inventory.

Continue to receive training in all areas of knowledge and responsibility in order to remain current in fields of specialty.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Provide work direction and guidance to lower level classifications and/or part-time seasonal help as assigned.

Perform other related duties as assigned.

KNOWLEDGE, SKILL, AND ABILITIES:

KNOWLEDGE OF:

- Heating, ventilation and air conditioning, refrigeration, boilers, water pumps, and electricity
- Highly skilled mechanical, electrical, and computer procedures necessary to perform the functions of this position
- Air actuated controls, gas burners, and safety devices
- Uniform Plumbing Code (UPC)
- National Electrical Code (NEC)
- Single-phase, 3-phase, and high and low voltage electricity

- Methods, tools, materials, and equipment used in the operation, maintenance, and repair of HVACR units
- Work hazards and applicable safety precautions
- Effective interpersonal skills using tact, patience, and courtesy
- Basic mathematics such as addition, subtraction, multiplication, and division in all units of measure
- Effective oral and written communication skills
- Basic recordkeeping methods
- Basic principles and practices of training
- Health and safety regulations
- Municipal government policies, procedures, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- Personal computers and various software

SKILLED IN:

- Inspecting plumbing, electrical, and HVACR systems and identifying specifications that are required
- Performing preventative maintenance and repairs for HVACR
- Troubleshooting and resolving electrical problems
- Adjusting and setting temperatures on HVACR units
- Using oral and written communication skills and interpersonal relations in a tactful, patient, and courtesy to effectively inform and assist the public, City personnel, and departments

ABILITY TO:

- Show a high level of initiative and resourcefulness in completing projects and assigned tasks in a timely manner
- Safely and effectively operate City vehicles, tools, and equipment
- Appropriately use supplies and materials in HVACR repairs
- Establish and maintain positive, effective working relationships with fellow employees, management, and the public
- Meet schedules and timelines
- Prepare and maintain accurate records and generate reports
- Communicate effectively both verbally and in writing
- Understand and carry out written and oral instructions
- Work independently with minimum supervision
- Train and provide work direction to others
- Analyze situations accurately and adopt an effective course of action
- Obtain and maintain the appropriate certificates and/or licenses as required by law, ordinances, and/or department regulations
- Read and interpret plans, blueprints, specifications, etc., and compare these with construction and to identify discrepancies and problems

EDUCATION AND EXPERIENCE:

Education: Graduation from high school, or equivalent, supplemented by two (2) years of vocational training in HVAC, electronics, mechanical, utilities maintenance, or related field; and

Experience: Two (2) years of journey-level experience in heating, ventilation, and air conditioning maintenance and repair; with experience in gas welding, mechanical, electrical and plumbing.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid/CPR Card, or the ability to obtain within six (6) months of employment
- Valid Washington State Drivers License, or the ability to obtain within thirty (30) days of employment
- Valid Commercial Driver's License (CDL) Class B with necessary endorsements, or the ability to obtain within six (6) months of employment
- Specialty HVAC License
- HVAC Refrigeration License, Level 2
- Must successfully pass the City's pre-employment substance abuse screening
- Successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Successfully complete Confined Space Training, or the ability to obtain within twelve (12) months of employment

MACHINES, TOOLS, AND EQUIPMENT USED:

Motorized vehicles and equipment, including pickup trucks, boom trucks, backhoe, hand and power tools including, but not limited to, some welding equipment, forklift, trencher, saws, drills and a variety of small power and hand tools such as saws, drills, hammers, chisels, screwdrivers, knives, wrenches, shovels, rakes, axes, pry bars, scales, measuring devices, step and extension ladders, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use arms, hands, and fingers to handle, feel, or operate objects, materials, tools, equipment, or controls and reach with hands and arms; frequently required to stand, walk, hear, and talk normally with or without mechanical assistance; required to lift 50 pounds routinely and occasionally lift and or move up to 75 pounds without assistance; routinely required to sit, climb, or balance on ladders, stoop, kneel, crouch, crawl, and smell.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is routinely performed in cramped areas, in a variety of different buildings with a variety of different HVAC systems. Work is performed in a variety of environments including, but not limited to, noisy indoor shops, outdoors subject to all types of weather conditions, high

precarious places, crawlspaces, under buildings, in attics; be exposed to potentially hazardous materials, fumes, and toxic or caustic chemicals; and be exposed to risk of electric shock. The noise level in the work environment is usually moderate to loud.

SIGNATURES:

Incumbent's Signature Date

Supervisor's Signature Date

Approval:

Department Director/Designee Date

Employee Services Director/Designee Date

****Note:** This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 9/21/01; 1/14/08