



CITY OF RICHLAND

CLASSIFICATION TITLE: HVAC TECHNICIAN	JOB # 3007	AFFILIATION: Affiliated (IUOE)
REPORTS TO: PARKS & PUBLIC FACILITIES SUPERVISOR OR DESIGNEE	PAY GRADE: Per CBA	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Parks & Facilities Supervisor or designee, performs skilled mechanical maintenance duties in the inspection, repair, installation and alteration of City heating, ventilation, air conditioning, refrigeration, heat pumps, direct digital controls, cooling towers, chilled water systems, boilers and related equipment and facilities. Performs preventative maintenance, routine servicing and troubleshooting of equipment and systems. Subject to after hours and weekend work as needed.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Troubleshoots, repairs, modifies and installs HVAC equipment, including refrigeration, air conditioning, heat pumps, compressors, receivers, condensers, chillers, water cooling towers, pumps, automatic and hand valves, expansion valves, capillary tubes and pneumatic controls.
- Repairs or replaces defective parts of equipment and their controls, including thermostats, automatic switches, fans controls, log switches, damper motors, relays, controls, compressors, bearings, heat exchangers, high-limit controls, pressure controls, and automatic gas valves.
- Troubleshoots, repairs and maintains gas and oil-fired boilers. Checks controls, repairs or replaces ignition devices, combustion controls and safeties. Knowledge of the principles of steam and hot water loop systems.
- Installs, rebuilds, replaces and repairs fans, motors, thermostats, fuses, valves, controls, gaskets and other equipment as necessary.
- Installs tubing, repairs pipes and tubing as necessary; tests joints and insulates pipes of refrigeration and air conditioning systems; cuts and threads pipes; replaces pressure and temperature safety valves and water pumps.

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Read blueprints, calculate load requirements and size equipment.
- Fabricate sheet metal fittings.
- Hoist tools and equipment to roof.
- Operate Direct Digital Controls on assigned computers.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned activities.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent, supplemented by two (2) years of education and/or technical training in HVAC/R.
- Six (6) years of journey-level experience in the HVAC/R field.
- Or an equivalent combination of education, training and experience that will provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license upon hire date.
- Valid CFC 608 Universal Technician Certification upon hire date.
- Valid Washington State 06A-HVAC/refrigeration license upon hire date.

WORKING CONDITIONS






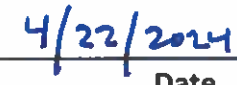
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Director	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date