



City of Irving Job Description

HVAC Services Technician

FLSA Status:	Non-Exempt	Job Department:	CIP (Building Services Division)
Job Code:	04362	Reports To (Job Title):	Section Chief

PURPOSE

To perform maintenance, repairs and installation of HVAC systems for the City of Irving.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Install new HVAC equipment in accordance with adopted codes and safety regulations.
- Perform scheduled preventive maintenance on HVAC systems.
- Ensure that completed work complies with HVAC specifications, codes and regulations.
- Troubleshoot equipment malfunctions and repairs a variety of HVAC equipment including duct, control systems and energy management systems.
- Respond to service calls concerning HVAC emergencies or problems on a stand by basis.
- Recover and dispose of EPA regulated hazardous materials.
- Maintain inventory of parts and keeps tools in good working condition.
- Perform overtime duties as necessary or required in order to maintain proper HVAC functioning.
- Perform maintenance and repairs on city fleet wash facility.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain daily log of time and materials used in HVAC operations and activities.
- Answer questions and provides information to customers.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Order up to \$3000.00 in supplies monthly.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade, plus some college or vocational training.

EXPERIENCE

- Minimum of two (2) years of experience in HVAC service industry.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid, appropriate Texas driver's license, or the ability to obtain one, is required.
- EPA-CFC Certification

KNOWLEDGE OF

- HVAC Regulations: Federal, state, and city codes and regulations for the proper repair and installation of HVAC equipment.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Electrical Code: Proper techniques for installing, repairing & modifying electrical systems.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand. This includes completing reports according to pre-set formats.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Speech Recognition: Identifying and understanding the speech of another person.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

Interacts with internal and external customers within all city facilities.

EQUIPMENT AND PROPERTY

Service vehicle, hand tools, recovery equipment, torch, meter and office equipment.

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.*

The employee constantly is required to balance, carry, climb, crawl, drive a vehicle, grasp, handle, feel, kneel, lift up to 100 pounds, listen, push, pull, reach, see, sit, smell, stand, stoop, talk, and/or walk. S/he frequently is required to lift more than 100 pounds, and rarely is required to run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, blood-borne pathogens, confining work space, a dirty environment, electrical hazards, extreme temperature or weather conditions, air contamination, high and precarious work places, improper illumination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.