



## City of Irving Job Description

### HVAC Services Technician

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	CIP (Building Services Division)
<b>Job Code:</b>	B362	<b>Reports To (Job Title):</b>	Facilities Section Chief

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#### **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.