

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF145 HVAC Specialist
POSITION #/TITLE: 2448 HVAC Specialist	Adopted: 10-07
	Revised: 08-15

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Facilities Maintenance Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 30
Reports To Position #/Job Code #/JC Title: 2447/NB373/Mechanical & Building Repair Supv	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Skills testSk
Personal Protective Equipment: Eye, Face, Head, Foot, Hearing, Fall Protection, Gas Monitor	

General Statement of Duties

Provides technical maintenance services to sustain a continuing program of city-wide facilities.

Distinguishing Features of the Class

Work is performed under general supervision, with the ability to exercise discretion in selection of work method and schedule.

Examples of Essential Work (Illustrative Only)

Maintains heating, ventilation and air conditioning systems and components throughout the facilities, including troubleshooting and analyzing pneumatic, air cooled and water cooled component problems;
 Maintains Geo-Thermal systems and components;
 Operates various building automation systems to aid in trouble shooting equipment;
 Maintains water conditioning systems and components;
 Maintains air conditioning, power boiler systems and steam system components;
 Performs efficiency testing of above systems and adjusts components for optimum operational efficiency;
 Performs preventive maintenance on all equipment above according to manufacturer's and established procedures;
 Maintains an inventory of replacement parts and components to ensure continuous operational availability;
 Wears and properly uses safety equipment including personal protective, fall protection equipment and gas detection equipment;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of the maintenance techniques used for all air conditioning, steam or hot water systems; water softening, chemical water treatment, level-pressure and temperature control systems, pumps, steam traps and valves;

Knowledge of proper safety practices used in the refrigeration and boiler steam or hot water industry; Knowledge and ability in the proper operation and maintenance of heating, air conditioning, and refrigeration equipment;

Knowledge of OSHA permit-required confined space entry protocol, right-to-know laws, CPR and First Aid;

Skill in special piping and fitting requirements of the industry;

Skill and ability in the troubleshooting and analysis of pneumatic and hydraulic systems and component problems;

Skill in reading and understanding the specialized vocabulary and schematics used in solid state and pneumatic control of HVAC equipment;

Skill and ability in the adjustment and calibration of combustion control and emission control components;

Ability to properly utilize the following equipment and tools: hand tools, soldering cutting and welding equipment, power tools, combustion analyzers, multimeters, ammeters, pressure and temperature analyzers, leak detectors, refrigeration gas equipment and water testing equipment, sheet metal fabrication tools, personal protective equipment, gas detectors, fall protection equipment and lock-out/tag-out;

Ability to perform specialized mathematical functions associated with the HVAC industry;

Ability to work under general supervision and exercise discretion in work method and schedule;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires successful completion of courses in maintenance and repair of HVAC equipment and power boiler equipment and support systems, and a minimum of five years experience in the maintenance and repair of such equipment, with Journeyman level experience.

Required Special Qualifications

Valid Iowa Driver's License.

ChlouroFlouroCarbon (refrigeration) Certification required and Boiler certification preferred.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to operate equipment and tools;

Sufficient manual dexterity, which permits the employee to operate equipment;

Sufficient personal mobility, which permits the employee to operate in confined spaces.