

<b>JOB TITLE</b>	<b>LEVEL</b>	<b>GRADE</b>	<b>JOB. NO.</b>
Heating, Ventilating, and Air Conditioning (HVAC) Technician I	E-4	05	310

### **DEFINITION**

This is certified HVAC installation, maintenance, and repair work, which involves the installation, alteration, maintenance, and repair of HVAC systems, equipment, and fixtures. This also includes diagnosis, repair, and maintenance of HVAC electrical circuits, which includes the installation, alteration, maintenance, and repair of HVAC electrical systems, equipment, and fixtures.

Work involves major HVAC repair and maintenance of HVAC systems which are carried out with limited supervision, or more advanced work assisting a supervisor or HVAC vendor. Work also involves minor electrical repair jobs of a routine nature which are carried out with only general supervision, or more advanced work assisting a journeyman or supervisor.

### **EXAMPLES OF WORK PERFORMED**

*(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed).*

- ◆ Performs HVAC repairs and maintenance necessary to ensure safe and continuous operation of HVAC support systems.
- ◆ Installs and repairs HVAC air distribution systems, air handlers, and periodically changes filters in air handlers and air conditioning units.
- ◆ Inspects HVAC systems for malfunctions and diagnoses problems using test instruments; periodically checks operation of HVAC systems and equipment for safe and proper operation.
- ◆ Requisitions parts and materials needed to make repairs and maintains inventory of spare parts.
- ◆ Completes daily maintenance logs and work reports indicating time and materials used.
- ◆ Assists electrician in installing and repairing HVAC electrical services and disconnects.
- ◆ Performs maintenance on electric motors; repairs, oils, adjusts, and cares for electrical motors.
- ◆ Inspects HVAC electrical malfunctions and diagnoses problems using appropriate test instruments; periodically checks operation of HVAC electrical systems and equipment for safe and proper operations.
- ◆ Properly installs and disposes of refrigerant in HVAC systems as needed.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

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### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Knowledge of the methods, materials, tools, and practices used in the HVAC trade.
- ◆ Knowledge of the occupational hazards and safety precautions of the HVAC trade.
- ◆ Ability to use and maintain the tools and equipment of the HVAC trade.
- ◆ Skill in the care and use of the standard tools and equipment of the HVAC trade.
- ◆ Considerable working knowledge of the principles and theory of HVAC.
- ◆ Considerable working knowledge of the installation, use, and disposal of refrigerant.
- ◆ Knowledge of the applicable HVAC standards and codes.
- ◆ Ability to install, alter, repair, maintain, and locate defects in a variety of HVAC equipment and systems.
- ◆ Sufficient physical strength to permit the performance of manual tasks; ability to lift 50 pounds from the ground; ability to lift arms above the head.
- ◆ Ability to walk for extended periods of time; ability to walk up and down stairs and climb up and down ladders.

### QUALIFICATIONS

<b>Education:</b>	One (1) year of postsecondary education with a minimum of 15 semester hours in HVAC or related course work. Universal EPA Certification in Proper Refrigerant Usage. State of Alabama HVAC Certification required within one (1) year of initial employment.
<b>Experience:</b>	Three (3) years of experience in servicing, troubleshooting, and installing HVAC equipment.
<b>Personal Qualities:</b>	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.