

JOB TITLE	LEVEL	GRADE	JOB. NO.
Heating, Ventilating, and Air Conditioning (HVAC) Technician II	E-3	04	311

DEFINITION

This is skilled and 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.

Employees in this class are responsible for supervising a crew performing a wide variety of skilled tasks on heavy pieces of HVAC equipment. Instructions relating to work assignments may be oral or written and may be accompanied by sketches and blueprints. Work is assigned by a technical supervisor and is ordinarily checked by observation of the performance of the equipment installed, repaired, or maintained.

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).

- ◆ Directs and performs HVAC repairs and maintenance necessary to ensure safe and continuous operation of HVAC support systems.
- ◆ Installs and repairs HVAC air handlers.
- ◆ Inspects HVAC systems for malfunctions and diagnoses problems using test instruments; periodically checks operation of HVAC systems and equipment for safe and proper operation.
- ◆ Properly installs and disposes of refrigerant as needed.
- ◆ 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.
- ◆ 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.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related work as assigned.

JOB TITLE	LEVEL	GRADE	JOB. NO.
Heating, Ventilating, and Air Conditioning (HVAC) Technician II	E-3	04	311

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Considerable knowledge of the standard tools, materials, methods, and practices 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 in HVAC systems.
- ◆ Knowledge of the applicable HVAC standards and codes.
- ◆ Skill in the care and use of the standard tools, equipment, and testing devices of the HVAC trade.
- ◆ Ability to lead co-workers for the purpose of accomplishing a given task.
- ◆ Ability to install, alter, repair, maintain, and locate defects in a variety of HVAC equipment or HVAC electrical equipment and systems.
- ◆ Ability to interpret and work from technical sketches, schematics, and blueprints.
- ◆ 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

Education:	Two (2) years of postsecondary education with a minimum of 30 semester hours in HVAC or related course work. Universal EPA Certification in Proper Refrigerant Usage. State of Alabama HVAC Certification. Ten (10) hours of job related professional development activities in the last 3 years.
Experience:	Six (6) years of experience in servicing, troubleshooting, and installing HVAC equipment, <i>with three (3) years of experience as Heating, Ventilating, and Air Conditioning (HVAC) Technician I.</i>
Personal Qualities:	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.