

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE APPROVED NYSCSC 6/12/2024  
**APPROVED:** JUNE 17, 2024

### HVAC TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the maintenance and operation of heating, ventilating and air conditioning (HVAC) equipment at municipal facilities. The position requires basic knowledge of the operation of large complex systems including, but not limited to, boilers, chillers, cooling towers, air handlers, pumps, and associated equipment. The work is performed under the general supervision of higher-level maintenance staff or other administrative official, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Leads and oversees the work of assigned maintenance, custodial, or cleaning personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Operates and maintains chillers, condensers and cooling towers;
2. Calibrates and adjusts pump controls, thermostats, damper motors, energy management panels, belts and motors to adequately maintain building comfort levels throughout the heating and cooling seasons;
3. Troubleshoots HVAC equipment at municipal facilities to maintain maximum building comfort levels at predetermined limits;
4. Spot checks HVAC equipment, meters, and gauges to ensure system operations are in accordance with specified instructions and/or parameters;
5. Oversees custodial or cleaning staff assigned to assist in HVAC maintenance and repair work;
6. Assists in the maintenance and operation of boilers;
7. Ensures that preventive maintenance schedules are carried out properly and effectively;
8. Installs, repairs and maintains HVAC equipment and other building systems equipment;
9. Records and maintains records of time and materials, preventive maintenance schedules and running times;
10. Responsible for general housekeeping activities in specific area;
11. May act in the absence of the higher-level maintenance staffperson;
12. May be required to participate in other building maintenance tasks, such as electrical and plumbing;
13. May be required to be "on call" evenings and weekends;
14. May operate equipment for snow removal and ground maintenance.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, practices and safety involved with the operation of large complex HVAC systems; good knowledge of methods, materials and test equipment used in the operation and maintenance of large complex HVAC systems, auxiliary equipment and controls; ability to read and interpret technical manuals, sketches, drawings and blue prints; ability to utilize the tools and test equipment of the mechanical, plumbing and refrigeration trade; ability to understand oral and written instructions; ability to prepare and maintain written records and reports; physical condition commensurate with the demands of the position.

### **SUGGESTED PROMOTIONAL QUALIFICATIONS FOR NIAGARA COUNTY POSITIONS ONLY:**

Five (5) years of permanent competitive status as a Building Maintenance Mechanic immediately preceding the date of written examination. Candidates must also meet the special requirements.

### **MINIMUM QUALIFICATIONS:**

Graduation with an Associate's degree in air conditioning, heating and refrigeration technology or closely related field and one (1) year of full-time paid experience operating and maintaining complex facility HVAC systems and auxiliary equipment and controls; **or**

Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience as defined above.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

### **SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT AND FOR DURATION OF EMPLOYMENT:**

1. Possession of a valid New York State driver's license appropriate to the vehicles operated.
2. Possession of a United States Environmental Protection Agency Universal Technician Certificate.