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NASSAU COUNTY

**Title : HEATING, VENTILATION, AND
AIR CONDITIONING
TECHNICIAN**

SCHOOL DISTRICTS
CLASS SPECIFICATION

Code : 840193 6JN

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Competitive

GENERAL STATEMENT OF DUTIES

Performs a variety of highly skilled tasks in installing, maintaining, and repairing heating, ventilation, air conditioning, and related equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of skill and judgment in performing a variety of complex technical activities, and in directing the activities of subordinate maintenance personnel.

TYPICAL DUTIES

- * 1. Locates sources of mechanical malfunction in heating, ventilation, and air conditioning (HVAC) systems, and performs necessary repairs.
- * 2. Locates sources of mechanical malfunction in pneumatic, electric, and electronic control systems, and performs necessary repairs.
- * 3. Installs new HVAC and related equipment.
- * 4. Performs preventive maintenance on HVAC equipment.
- * 5. Services and repairs commercial appliances.
- 6. Reviews existing systems, and designs alterations or adjustments based on infrastructural modifications.
- 7. Designs new installations by performing such calculations as heating and cooling loads, ductwork sizes, electrical, and fuel system requirements.
- 8. Directs the activities of a small crew of maintenance assistants, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the equipment, materials, maintenance, and care of heating, ventilating, and air conditioning systems.
2. Thorough knowledge of current rules and regulations regarding CFC and non-CFC refrigerants, their use and recovery, and the hazards relating to those that are toxic.
3. Considerable knowledge of the principles and practices of mechanical and building trades.
4. Knowledge of agency policies and practices related to installation, repair, replacement, and maintenance of HVAC equipment.
5. Ability to read, and work from, plans and specifications.
6. Ability to design new installations and then set in position.
7. Ability to locate and repair mechanical malfunctions in equipment.
8. Ability to service and repair commercial appliances.

9. Ability to establish and maintain effective working relationships with associates.
10. Ability to maintain records and prepare reports.
11. Ability to express oneself effectively, both orally and in writing.
12. Ability to direct the work of maintenance assistants.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

and

Four years of satisfactory experience installing, maintaining, and repairing heating, ventilation, and air conditioning systems, equipment, and machinery.

Necessary Special Requirements

1. Continuing possession of an appropriate class, valid Driver's License issued by the State of New York.
2. Continuing possession of the Universal Technician Certification -- for servicing all types of equipment -- as determined by the United States Environmental Protection Agency.

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