

HEATING, VENTILATING, AIR CONDITIONING (HVAC)/ REFRIGERATION SPECIALIST TITLE SERIES DEFINITIONS

I. DEFINITIONS

HEATING, VENTILATING, AIR CONDITIONING (HVAC)/REFRIGERATION SPECIALIST

This is general level HVAC/Refrigeration maintenance and repair work. These positions inspect, maintain, repair, perform preventive maintenance, and perform minor installations on HVAC/Refrigeration equipment. This may include performing technical maintenance a portion of the time and operating all computerized building systems to help identify mechanical malfunctions. Work is performed under the general direction of an advanced level HVAC/Refrigeration Specialist, Building/Grounds Supervisor, Building/Grounds Superintendent, etc.

Positions are assigned any combination of the following duties:

- Perform routine preventive maintenance and assist in making minor repairs to HVAC systems and their associated controls (e.g., thermostats).
- Monitor controls for heating and ventilating equipment.
- Clean or replace filters for heating and ventilating equipment.
- Repair and adjust controls for heating and ventilating equipment.
- Repair and service various refrigeration and air conditioning units.
- Set up and maintain a preventive maintenance schedule on equipment and boilers.
- Inspect, repair and maintain commercial HVAC equipment including boilers, chillers and their control units.
- Maintain and repair refrigeration and fuel storage units, including pumps and valves.
- Install and repair air conditioners and climate control devices.
- Monitor computerized environmental control center making adjustments as needed and/or dispatching other HVAC/Refrigeration specialists, building trades or other professionals as required.

HEATING, VENTILATING, AIR CONDITIONING (HVAC)/REFRIGERATION SPECIALIST - ADVANCED

This is advanced level HVAC and/or refrigeration work performed under general supervision. Employees in this class troubleshoot, repair, adjust, modify and remodel sophisticated HVAC and/or refrigeration control systems (pneumatic, electric and electronic) and related mechanical and electronic equipment. These positions are responsible for the most specialized and technically advanced environmental controls and typically direct HVAC/Refrigeration Specialist and Facilities Maintenance Specialists in the more routine maintenance and repair of the systems or perform this work incidental to their primary function as the systems expert. These controls are used to balance elements such as outside versus inside temperature, humidity and air velocity, taking into consideration factors such as time of day usage, system capabilities and energy efficiency. In addition, these employees may be responsible for the design, development, operation and ongoing maintenance of a computerized energy management system used to monitor and control heating and air conditioning systems and report and make recommendations on energy conservation procedures, controls and activities. These positions may be required to maintain the

refrigeration reclaim certification and keep refrigerant use records to comply with Environmental Protection Agency (EPA) requirements.

Positions at this level may perform the duties of the HVAC/Refrigeration Specialist, and perform any combination of the following duties a majority of the time:

- Review computer output and individual complaints to locate, identify and troubleshoot controls, equipment, and system malfunctions.
- Disassemble and inspect malfunctioning controls or equipment to determine source of problem and decide on appropriate action to correct the problem.
- Layout new and remodel old control systems.
- Redesign existing controls and equipment for maximum efficiency.
- Balance air and water flow distribution to optimize system performance.
- Read printouts and interpret the information provided to make changes to the computer programs which control the operation of fans, chillers, pumps, dampers, and controls.
- Assist in the determination to incorporate existing systems with new equipment.
- Determine energy management savings and conservation.
- Find and repair leaks in gas refrigerant units.
- Maintain and repair pneumatic and electronic control systems.
- Perform HVAC and/or refrigeration systems analysis to recognize systems malfunctions, interpret complex schematic diagrams and make appropriate repairs or adjustments to complete system.
- Review plans and specification for new and remodeling projects and recommend changes and/or modifications.
- Start and stop chillers as required to meet seasonal cooling requirements.

II. QUALIFICATIONS

Department of Commerce refrigerant certificate and EPA Universal Technician certification for refrigerant may be required.

III. RELATED POSITIONS

Steamfitters, Electricians, Plumbers, Facilities Maintenance Specialists