

HEATING, VENTILATION, AIR CONDITIONING, PNEUMATIC AND REFRIGERATION TECHNICIAN*

Function of Job:

Under general supervision of designated supervisor, perform all duties related to the installation, service, repair, maintenance and operation of heating, ventilation, air conditioning, air compressors, and refrigeration equipment and related electronic, electric and pneumatic control systems.

Characteristic Duties and Responsibilities:

1. Install, service, repair, maintain, operate and adjust electronic, electric and/or pneumatic control systems for heating, ventilation, air conditioning, humidification, air pressure, dehumidification and laboratory equipment including calibration of related instruments, gauges and controls.
2. Install, service, repair, maintain, operate and adjust all types of industrial, commercial and residential mechanical refrigeration, compressor, and air conditioning systems, including heat pumps, ventilation, and ventilating equipment, for all laboratory equipment, food service equipment and air dryers.
3. Install, service, repair, maintain, operate and adjust all oil and gas fired appliances as well as auxiliary heating specialties other than high pressure equipment.
4. Service, repair, maintain and operate mechanical cooling towers and associated chemical feed/monitor systems.
5. Conduct necessary tests, including standard industry approved trouble shooting methods to determine malfunctions and/or causes of breakdowns of all assigned equipment; remove, repair or replace faulty parts, subassemblies and major components; retest equipment with repaired or replaced components and make required adjustments and/or corrections to restore complete/proper operation.
6. Recommend and/or order necessary parts and supplies for installation, service, repair and maintenance of all assigned equipment.
7. Service, repair, maintain and operate air compressors/air stations for building pneumatic controls and sprinkler systems.
8. Instruct and advise users and/or owners of proper operation and maintenance of equipment.
9. Carry call-back pager on a rotational basis with other technicians to respond to emergency situations on a twenty-four hour, seven day, basis.
10. Direct other mechanics/trades persons in all aspects of heating, ventilation, air conditioning, refrigeration, and air compressors, and related duties.
11. Service, repair, maintain, adjust and calibrate gas and electric ovens and grills.
12. Install additional electronic, electrical, plumbing and/or pneumatic components to improve or enhance performance, or to adapt to existing systems.
13. Review work with State Inspectors, as required, to ensure compliance with State regulations.
14. Report, organize and maintain all necessary records of materials purchased/work performed to service, repair, maintain and operate all equipment, including applicable records/paperwork associated with EPA mandates and refrigerant transition/recovery.
15. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Technical school graduation or equivalent apprenticeship in heating, ventilation, air conditioning, refrigeration, and air compressors, and three years experience at the journey level.
2. Ability to read, comprehend and follow heating, ventilation, air conditioning, refrigeration, and air compressors, and electrical blueprints and schematics.
3. Thorough knowledge of heating, ventilation, air conditioning, air pressure, and refrigeration equipment and electronic, electric and pneumatic control systems, as applicable to trade specialty.
4. Thorough knowledge of materials, methods and hazards of the heating, ventilation, air conditioning, refrigeration, and air compressors, trade with proficiency in the use of related tools.
5. Ability to climb ladders and work in high places and confined spaces.
6. Ability to perform delicate and intricate repairs.
7. Knowledge of local and national Fire Underwriters Code and ASHREA Standards for the heating, ventilation, air conditioning, refrigeration, and air compressors, industry.
8. Must have certificate of completion for refrigerant transition/recovery and be certified as universal.
9. Sufficient strength and physical dexterity to perform the duties and responsibilities of this job including heavy lifting.
10. Ability to wear and use personal protective equipment, as needed (including respirator, subject to pulmonary test.)
11. Valid motor vehicle operators license, if required.
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Additional Desirable Qualifications:

1. Basic computer skills.
2. Knowledge of, and experience in, indoor air quality (IAQ) investigation and problem solving.
3. Additional experience beyond minimum required.

5/03/06 _____
System Approval

5/03/06
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

***Revised – original approved 5/19/95**