



JOB DESCRIPTION

TITLE: HVAC Technician
DEPARTMENT: Public Works
GRADE: 15
FLSA: Non-exempt
EEO DESIGNATION: Service Maintenance
REVISION DATE: 12/17/2018

POSITION SUMMARY

Under the general direction of the Facilities Manager, the HVAC Technician is responsible for the upkeep of all City heating, cooling, ventilation and controls. Performs preventative maintenance, repair, replace and upgrade of mechanical systems to all City buildings. This may include chillers, boilers, rooftop units, make-up air units, exhaust fans, supply and relief fans, dampers, hot and cold-water valves, controls and automation. Additional responsibilities may include plumbing, lighting and minor electrical.

ESSENTIAL FUNCTIONS:

- Monitor, inspect and perform corrective and preventative maintenance on HVAC systems and components. Services include, but are not limited to, thermostats, air filters, blower fans, belts and bearings.
- Monitor building temperatures; adjust thermostat settings for heating and air conditioning; change system filters.
- Order and maintain parts needed to repair and maintain HVAC equipment.
- Respond to fire alarms systems and be familiar with fire panels.
- Conduct performance tests with specialized tools.
- Operate small equipment as needed to maintain buildings and grounds; groom building surroundings; perform winter snow removal.
- Ability to work full time schedule and rotating on-call nights, weekends and holidays.
- Maintain regular attendance.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Specialty Contractors License in Heating and Air Conditioning, graduation from a recognized HVAC training program and specific experience in computerized



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system maintenance preferred. Must possess EPA refrigerant certification Type I, Type II or Universal. Must possess current Rocky Mountain Gas Association (RMGA) certification within six (6) months of hire date. Proficient in excel, word and outlook. Controls/automation experience preferred, but not required. A valid Utah Driver's License is required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of practices, tools, equipment and materials used in maintenance work; working knowledge of safety practices of maintenance work and use of cleaning agents and equipment; some knowledge of hazardous materials policies, procedures and safety regulations; some knowledge of general carpentry, electrical, mechanical plumbing and related skill areas as needed to perform routine maintenance duties.
2. Ability to understand and follow oral and written instructions.
3. Physical ability to perform work required.
4. Ability to read building schematics, plans and drawings.
5. Maintains effective working relationships with other employees and interacts with the general public in a polite and professional manner.
6. Ability to work unsupervised and with the utmost confidentiality.
7. Ability to follow complex instructions; work under stressful working conditions created by strict time frames; manage angry individuals and unpleasant situations.
8. Ability to communicate effectively in English, both verbally and in writing.
9. Follow written and oral instructions accurately.
10. Prioritize tasks.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Continuous physical effort required in performing duties requiring walking, standing, lifting, climbing stairs, stooping, bending, twisting and other movements required to use maintenance equipment. Use of cleaning materials and equipment while performing work under conditions similar to best shop conditions on inside work and exposure in inclement weather for outside duties with some disagreeable factors in both situations such as dust, dirt, grease, heat and cold. Needs to lift up to 50 lbs on a regular basis. Position may be required to work early morning or late evenings depending on the needs of the city. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior.



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The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.