

JOB DESCRIPTION
8510 HVAC Technician



City of Casa Grande

HVAC Technician

GENERAL PURPOSE: Under general supervision, performs a variety of semi-skilled, skilled, and technical work in the maintenance and operation of buildings and facilities environmental systems and controls.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of administrative and technical tasks associated with the operation and maintenance of city buildings to include electrical, electronic and mechanical control and security systems, plumbing, heating, cooling, air handling and other systems.
- Plans and organizes work to be performed; schedules equipment.
- Determines material types, quantities and uses; orders materials.
- Oversees the performance of contracts.
- Assists in the preparation and administration of a budget in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of facilities and equipment.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: May direct the work of assigned personnel from time to time.

MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from an accredited refrigeration school training program, and a minimum of four (4) years of experience in the operation, maintenance, installation and repair of heating and air conditioning systems.

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Necessary Knowledge, Skills and Abilities:

- Knowledge of the equipment, materials, methods and techniques used in the operation, maintenance, installation and repair of HVAC systems.
- Knowledge of computer use and operation relating to HVAC equipment and building automation systems, along with electric circuitry and controls.

- Skill in performing operation, maintenance, installation, troubleshooting and repair of HVAC systems, including central plant chiller systems.
- Skill in planning, organizing and executing equipment maintenance programs.
- Skill in working independently and under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in making reports and keeping records.

Special Requirements: Valid State of Arizona Driver's License. EPA certification card.

Physical Demands / Work Environment: Work is performed outdoors and in various city facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.