

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: HVAC TECHNICIAN

GENERAL DESCRIPTION OF DUTIES

The HVAC Technician performs responsible operations, maintenance, installation and repair of all HVAC equipment used for heating, ventilation and air conditioning of Cooper City facilities and building equipment. Provides excellent customer service to create a comfortable environment for coworkers, staff and Cooper City residents when utilizing City building facilities. Other assigned responsibilities include support of maintenance, repair, and general upkeep of City facilities, equipment and grounds. This position will be required to work a full-time shift and be available for after-hours call outs and disaster response.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintain inventory of all City-owned HVAC equipment, locations, and building components they serve.
- Maintain and repair all HVAC equipment and components to manufactures recommendation (e.g. valves, motors, belts, bearings, filters, and lubrication etc.)
- Completely remove and install various HVAC units.
- Troubleshoot system failures, controls and wiring to make repairs in a timely manner.
- Complete and close out computerized work orders and enter time worked and materials used.
- Replace bearings and seals on centrifugal pumps, change bearings on fan systems, motors and pumps shafts
- Make rounds of all equipment rooms; identify and repair any potential problems and keep the systems and rooms clean.
- Reads and interprets a wide variety of documentation applicable to assigned trades areas, e.g., plans, blueprints, schematics, sketches, drawings, diagrams, technical instructions.
- Adheres to practices of safe use and handling of equipment and tools used in the assignments.
- Assists in the purchasing of supplies and materials.
- Operates a variety of light vehicles and equipment.
- Assists other trades staff as needed within scope of knowledge, skills and abilities.
- Respond to after hour necessary activities and disaster events.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of advanced principles of air conditioning, refrigeration and heating.
- Knowledge of the different type of air distribution systems such as VAV's, double duct, etc.
- Knowledge of tools, materials and equipment utilized in the primary trade discipline of assignment.
- Knowledge of standard practices and techniques for the safe handling and effective operation of trade tools and equipment.
- Skill in complex application of tools, techniques, principles, practices, and methods applicable to the primary trade of assignment.
- Ability to read, write and interpret a wide variety of technical documentation applicable to assigned area (e.g., schematics, diagrams, sketches, blueprints, etc.)
- Ability to fulfill physical requirements and demands of work.
- Ability to operate light vehicles and equipment.
- Ability to establish and maintain effective and cooperative working relationships with the general public, other employee and City officials.
- Ability to clearly communicate and understand information in English, both orally and in writing

EDUCATION & EXPERIENCE

High school graduation or possession of an acceptable equivalency diploma. Minimum of 2 years' experience as an HVAC technician, or an equivalent combination of education, training, and experience. Must possess a Universal EPA certification as required by 40 CFR part 82 subpart F for servicing all types of equipment.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert moderate to heavy physical effort which may involve heavy lifting, carrying, pushing or pulling of objects and materials of heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility in which some combination of the following is typically required, e.g., bending, kneeling, climbing, crawling, stooping. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, humidity.

ENVIRONMENTAL REQUIREMENTS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence or disease, or pathogenic substances.

SENSORY REQUIREMENTS

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.