

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*HVAC Technician (HVACT)*

**I. JOB INFORMATION**

**Job Title: HVAC Technician (HVACT)**

**Job Class: 75066 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction, performs duties associated with the Heating, Ventilation and Air Conditioning (HVAC) trade in accordance with established techniques and procedures. Provide work direction, orientation and training to employees in the HVAC/Boiler

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Routinely directs and trains other employees in duties associated with the installation, maintenance and operation of heating units, air conditioners, boilers, refrigeration equipment and all related or auxiliary equipment, controls or gauges. May direct the daily work, training and orientation of other HVAC staff.**
- **Installs, maintains and operates components and equipment such as compressors, condensers, centrifugal refrigeration machines, heat pumps, evaporators, fans, pumps, tubing, valves, ducts, and mechanical, pneumatic, electronic and electrical controls of environmental heating and cooling systems. Troubleshoots and assesses mechanical problems/deficiencies to determine and complete necessary repairs and/or replacements to maximize system efficiencies. Reviews scope of mechanical repairs and modifications needed after testing and troubleshooting refrigeration, air conditioning, heating, ventilation and related control systems and equipment, then completes the repairs.**
- **Checks installed equipment safety devices for operation. Inspects, calibrates and repairs controls and gauges.**
- **Installs mechanical, pneumatic, electronic and sensing switching devices designed to control space temperature, and assesses if devices are operating properly. Adjusts thermostats, manual and automatic valves and mechanical linkage to maintain maximum system efficiency.**
- **Plans actions needed and performs work to connect and adjust refrigeration equipment to source of power such as electrical circuits.**
- **Performs preventive maintenance on system components for detection of scale and corrosion. Disassembles, cleans and reassembles moisture, oil and sedimentation traps, filters and strainer assemblies. Removes and replaces cartridge and filter elements.**

- **Performs periodic inspections of installed equipment, accessories and components to assure safety and proper assembly of installed equipment and serviceable conditions. Initiates corrective action when discrepancies are discovered and complies with technical procedures and codes.**
- **Compiles data, statistics and prepares reports. Analyzes and makes recommendations on information for management decision-making.**
- **May be required to perform on-the-job planning for completion of projects. Reviews scope of mechanical projects (including minor construction projects) and estimates part/material needs, other project costs, labor hours, staffing needs, etc., to complete**
- **Assesses, analyzes and recommends new methods and technology for enhanced mechanical operations.**

*Note: This is not an inclusive list of duties and responsibilities.*

#### **IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent, a certificate from an advanced two year technical/vocational air conditioning and heating program, and three years of full-time experience in skilled commercial/industrial heating and air conditioning; OR a high school diploma or equivalent, and five years experience in skilled commercial/industrial heating and air conditioning is required. Excellent working knowledge of safety codes, practices and procedures is required. Must be able to read, write and comprehend common vocabulary. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates.

#### **V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. There may be frequent exposure to extreme temperatures and/or weather conditions. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required.

#### **VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

#### **VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.
- A Universal Certification in Refrigerant Transition and Recovery is required.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*