



Fluvanna County, Virginia
Department of Public Works
Job Description

HVAC SPECIALIST

Job Class #:	7300
Pay Grade:	18
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Assistant Public Works Director

SUMMARY

The Heating, Ventilation and Air Conditioning (HVAC) Specialist performs skilled technical work, on a journeyman level, in the installation, operation, maintenance, modification, service and repair of HVAC and refrigeration systems. The incumbent inspects and tests both high and low pressure refrigerant systems to locate and diagnose faults and malfunctions, performs required repairs through the replacement of inoperative parts or adjustment of thermostatic controls and blowers. The HVAC Specialist also complies with federal regulations governing environmental protection, hazardous waste disposal, and the use of refrigerants, chemical substances and materials.

This position is classified as Essential Personnel and may be called upon to work during weather closures and emergencies.

ESSENTIAL FUNCTIONS

The HVAC Specialist performs maintenance and repairs to building mechanical systems. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs HVAC installation, troubleshooting, repairs, and preventative maintenance on air conditioning units, heating systems, ventilation units, and refrigeration equipment including: heat pumps, compressors, electric motors, boilers, intake and exhaust fans, generators, chillers, blowers, fans, and computerized control systems
- Responds to emergency HVAC service calls at County facilities.
- Diagnoses electrical and mechanical faults for HVAC systems
- Disassembles mechanical or electrical machinery, equipment and or systems to retrofit or replace all ancillary components as required. Will check clearances, voltages and perform ampere measuring as required prior to bringing any equipment/system back into service
- Provides technical assistance on the purchase of new or replacement mechanical equipment or systems by reviewing and preparing equipment specifications
- Monitors inventory and orders parts for mechanical systems.
- Performs work in accordance with OSHA and EPA regulations, equipment specifications, and established safety procedures
- Creates and implements preventative maintenance schedule and inspection checklists
- Keeps logs of all HVAC Maintenance functions and work orders
- Demonstrates basic computer competency including email, web browser, and word processing

- Assists with other building maintenance tasks as needed
- Assist Public Works with snow and ice removal as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use wrenches, electric drills, pipe cutters and benders, acetylene torches, hammers and various other hand/power tools
- Ability to read Amp meters, ohmmeters, test lamp, voltmeter, wattmeter, thermometer and manometer, Refrigerant gauges, vacuum pumps and refrigerant scales and refrigerant recycle/recovery equipment
- Journeyman-like knowledge of industrial plumbing
- Knowledge of refrigeration recovery, evacuation and charging; understands the installation and sizing of refrigerant piping.
- Thorough knowledge of Building Automation Systems (BAS)
- Thorough knowledge of OSHA safety regulations
- Extensive knowledge of chlorofluorocarbon (CFC) handling procedures and related EPA regulations
- Ability to read and interpret electrical schematics and mechanical blueprints
- Ability to work independently
- Ability to work from ladders and in enclosed spaces
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with County staff, vendors, and contractors

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum Qualifications:

- High School diploma or equivalent
- 7+ years of experience with commercial and industrial HVAC systems
- Journeyman HVAC License or ability to obtain within one year of employment
- CFC Refrigeration Certificate or ability to obtain within 6 months of employment

Preferred Qualifications:

- Master HVAC License
- Prior local government experience

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is physical work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work; the worker is subject to environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker is required to wear personal protective equipment necessary for prevent injury. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of and maintain a driver's license valid in the Commonwealth of Virginia.

- Essential Services Designation – must be available to work during inclement weather and emergency call back to perform essential and/or emergency services for the County.
- Basic tools and equipment will be provided by the County and will remain under the County’s ownership
- Criminal background and driving record check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
August 27, 2019	August 28, 2019	August 28, 2019	September 4, 2019