



Fluvanna County, Virginia
Department of Finance
Job Description

HVAC Assistant

Job Class #:	3184
Pay Grade:	11
Category:	Full-Time(with benefits)
FLSA Status:	Non-Exempt
Reports To:	Assistant Public Works Director

SUMMARY

The Heating, Ventilation, and Air Conditioning (HVAC/R) Assistant will assist the HVAC/R Specialist in the installation, operation, maintenance, modification, service, and repair of HVAC/R systems. The HVAC/R Apprentice will also assist the HVAC/R Specialist with inspections and tests of both high/low-pressure heating systems to locate and diagnose faults and malfunctions and assist with required repairs through the replacement of inoperative parts or adjustment of thermostatic controls and blowers. The HVAC /R Assistant will also comply 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 closures and emergencies.

ESSENTIAL FUNCTIONS

The HVAC/R Assistant assists the HVAC/R Specialist with 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.)

- Assists with HVAC/R 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.
- Assists with diagnosing electrical and mechanical faults for HVAC/R systems
- Assists with disassembling mechanical or electrical machinery, equipment, and systems to retrofit or replace all ancillary components as required. Assists with checking clearances, and voltages and performs ampere measuring as required before bringing any equipment/system back into service.
- Assists with monitoring inventory for mechanical and plumbing systems.
- Performs work professionally following OSHA and EPA regulations, equipment specifications, and established safety procedures.
- Demonstrates basic computer competency including email, web browser, and word processing.
- Assists with other building maintenance tasks as needed.
- Assists 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 lamps, voltmeters, watt meters, thermometers and manometers, refrigerant gauges, vacuum pumps, refrigerant scales, and refrigerant recycle/recovery equipment.
- 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

- High School diploma or equivalent.
- CFC Refrigeration Certificate or ability to obtain within 6 months of employment.
- Possession of and maintaining a valid driver's license in the Commonwealth of Virginia.
- Basic tools and equipment will be provided by the County and will remain under the County's ownership.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is physical work requiring exertion above 100 pounds of force occasionally, more than 50 pounds of force frequently, and more than 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 utilizing 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 preventing injury. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

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

POST OFFER REQUIREMENTS

- Criminal Background Check and Driver's Check
- Valid driver's license

Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
March 1, 2025	March 1, 2025	March 1, 2025	March 19, 2025