

Job Description

Position Title: HVAC Trades Specialist 2

Job Family: Facilities

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 04

Position Summary:

The HVAC Trade Specialist 2 performs heating, ventilation, and air conditioning (HVAC) maintenance, repair, and replacement. Troubleshoots the Energy Management Control System (EMCS) for operational needs. Schedules, performs, and reports on a wide variety of central plants and unitary HVAC systems. Coordinates with internal and external stakeholders to address needs of the various campuses to optimize equipment relating to the central plant and multiple units of the HVAC system.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Schedules, performs, and reports central plant and unitary HVAC work duties. Coordinates with other staff, vendors, and inspectors to meet the operational needs of the various campuses.
2. Performs preventive maintenance of all central plant equipment including chillers, boilers, pumps, cooling towers valves, and electric actuators with attention to detail and accuracy on both repetitive and novel tasks.
3. Monitors, adjusts, and repairs a wide array of energy management controls systems including informational technology remote monitoring systems.
4. Services and maintains all air handler and air filtration systems. Adjusts belt tension and alignment and regularly changes filters to maintain clean coils and air delivery to the space intended. Inspects and lubricates bearings, valves, and actuators that control chilled and hot water delivery through the interconnecting pipe.
5. Monitors, troubleshoots, and maintains Energy Management Control Systems (EMCS).
6. Coordinates, conducts, and assists outside vendor work and equipment inspectors to assure adherence to scheduling, safety, and performance guidelines.
7. Provides first line onsite support for HVAC when campus needs arise and supports the roving HVAC crew.
8. Maintains and adjusts facilities maintenance and repair operating scheduling and tracking system.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Knowledge of regulatory compliance principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in HVAC maintenance
7. Skill in positive, productive, and flexible customer service
8. Skill in problem solving
9. Ability to adapt and maintain professional composure in emergent and crisis situations
10. Ability to operate relevant equipment required to complete assigned responsibilities for the position
11. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures and may set priorities and organize work within general guidelines established by supervisor/manager.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocational or technical training preferred.
- One (1) to three (3) years of related journey level trade experience required.
- Three (3) to five (5) years of related journey level trade experience preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours