

Job Description

Position Title: Trade Specialist 3, HVAC/ Central Plant

Job Family: Facilities

Job Level: Support & Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 05

Position Summary:

The Trade Specialist 3, HVAC/Central Plant installs, monitors, and maintains the Energy Management Control Systems (EMCS) for temperature control and lighting scheduling. Performs preventative maintenance and repair on HVAC and refrigeration equipment. Sets up recovery units, gauges, and refrigeration cylinders. Performs routine cleaning of pump motors, chillers, boilers, and other related equipment

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. Maintains, services, repairs, and installs all College environmental automation systems and associated operational equipment. Troubleshoots all systems and responds to urgent issues. Performs maintenance and repair tasks with attention to detail and a high level of accuracy.
2. Serves as crew lead to staff and contract personnel. Assigns technical tasks, monitors work, and provides direction. Oversees inventory of supplies and estimates work hours and job materials. Inspects work of other staff and contacts personnel to ensure work standards are met.
3. Interprets blueprint plans, diagrams, schematics, and equipment manufacturer information. Applies appropriate work methods and codes to facilitate work.
4. Obtains estimates for work and materials from vendors. Estimates labor, work hours, and materials. Assists in planning work schedules.
5. Assists development and monitoring of budget. Provides copies of all expenses incurred for work performed.
6. Serves as crew lead to staff and contract personnel; assigns technical tasks, monitors work, and provides direction.
7. Orders supplies and equipment to ensure adequate stock and functionality are maintained. Oversees and distributes inventory as needed.
8. Operates and maintains equipment and tools associated with areas of responsibility.
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:

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule, and review work, may interview, and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

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 in HVAC maintenance required.
- Three (3) to five (5) years of related journey level trade experience required.

- Five (5) to eight (8) years of related journey level trade experience preferred.
- HVAC EPA certification/license preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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