ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

SIHASIN

POSITION DESCRIPTION

POSITION:	HVAC Technician
POSITION NUMBER:	0358
PAY GRADE:	NE8
FLSA STATUS:	Non-Exempt
DEPARTMENT:	Maintenance & Operations
REPORTS TO:	Maintenance Supervisor

JOB PURPOSE:

Installs, repairs, overhauls and maintains heating, ventilating, air conditioning (HVAC) systems.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Ensures excellent customer service with all internal and external customers.
- Repair and perform preventive maintenance work on all heating, ventilation, and air conditioning units, to include but not limited to: replace/adjust belts, braze copper piping, replace/clean filters, reclaim refrigerant, clean coils, and install equipment as needed.
- Installs, maintains or repairs pneumatic valves, electric valves, heat transfer equipment, ventilation and air distribution equipment.
- Installs and replaces all types of pumps or refrigeration equipment according to prints, specifications, diagrams or other instructions.
- Read gauges and instruments and adjusts mechanisms such as valves, controls and pumps to control level of fluid pressure and distribution in systems.
- Operates various refrigeration recovery equipment in compliance with EPA guidelines.
- Tests malfunctioning systems and components using electrical, mechanical, digital and pneumatic controls.
- Maintains cooling towers, water treatment facilities and tower distribution system.
- Create and monitor various HVAC duties and schedules.
- Operates and maintains tools, lifts, and other required equipment.
- Adheres to all safety procedures.
- Assists with other facility maintenance work orders, as appropriate.
- Prepares estimates for repairs and installation of equipment.
- Performs seasonal overhauls and transitions of systems to and from heating/cooling.
- Maintains records of repairs or equipment requiring future service.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associates Degree in Heating, Ventilation, Air Conditioning (HVAC), or Refrigeration Technology or related field.
- Three years in HVAC control work in a maintenance position.
- Completion of an HVAC and maintenance training course that includes handling of refrigerants preferred.
- HVAC Technician with CFC certification in compliance with the EPA preferred.
- Building maintenance certification preferred.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of HVAC installation, troubleshooting, repair and maintenance.
- Knowledge of basic HVAC systems troubleshooting, maintenance and repair.
- Knowledge of occupational hazards and applicable safety practices.
- Skill in using hand tools commonly used in HVAC repair.
- Ability to read, interpret, and work from architectural drawings, blueprints, and schematics and the Uniform Building Code, Electrical Code, and Safety Code.
- Ability to work independently and meet strict time lines.
- Ability to work at heights using lifts or ladders.
- Ability to prepare and maintain work orders.
- Ability to prioritize and accomplish tasks within strict deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate effectively in the Navajo and English language.
- Ability to understand and follow oral and written instruction.
- Ability to work as a team member in a structured working environment.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee frequently stand, walk, bend, stoop, and squat.
- Occasionally crawl, climb heights, reach above shoulders, crouch, kneel, balance, and push/pull.
- May be exposed to long periods of uncomfortable cramped, standing, laying or sitting positions.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communications skills.

- The employee must frequently carry up to 50 pounds. Occasionally lift 75 – 100 lbs.

WORK ENVIRONMENT

- Work is generally performed in indoor setting and an outdoors environment.
- Standing and walking may be on uneven surfaces or unstable ground.
- Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur.
- Exposure to natural weather conditions, various dusts and mists, and normal debris and hazards common at sites may occur while performing outdoor duties.
- May work in cramped, dusty, dirty, unlighted, insect infested and contaminated areas.
- May be subject to loud noises, electric shock, bruises, cuts, broken bones, insect and rodent bites, fumes, smoke and airborne contaminants.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.