HVACR TECHNICIAN – ENTRY-LEVEL

Position Details
Class Code: 7035
Job Family: Skilled Trades/Technicians
Classification: Support Professional
Terms of Employment: Pay Grade 52 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general supervision, HVACR Technicians – Entry-Level installs, repairs, overhauls, and maintains residential and light commercial heating, ventilation, air conditioning, and refrigeration equipment.

Essential Duties and Responsibilities
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Installs, repairs, and maintains residential and light commercial heating, ventilating, air conditioning, and refrigeration (HVACR) equipment varying from split direct-expansion (DX), multizone, variable air volume (VAV) packaged systems, and their operating controls.
2. Installs, repairs, and services natural and forced draft convection gas and electric heating equipment, space heaters, furnaces, heat exchangers, gas valves, blower motors, regulators, controls and circular pumps.
3. Installs, repairs, and services pumps and blowers of evaporative-cooling equipment and associating controls.
4. Responsible for safe handling and disposal of hazardous waste materials as they relate to refrigerants and refrigerant oils.
5. Services and repairs walk-in/reach-in refrigerators/freezers, counter top and under-the-counter refrigerators/freezers, milk boxes, ice machines, shake machines, and residential refrigerators/freezers.
6. Operates on-site pneumatic electric and electronic control systems for HVACR equipment.
7. Performs preventive maintenance on chillers, hydronic systems, electrical and electronic controlled systems, variable frequency drive (VFDs), air handlers, pumps and pump alignments, and cooling tower fans.
8. Responsible for area cleanup after job is complete.
9. Assists the Crane Operator with rigging and placement of equipment.
10. Conforms to safety standards, as prescribed.
11. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics
Involves technical work in the installation, maintenance, and repairs on heating, air conditioning, and refrigeration equipment operating on low and high voltages and pressures through on-the-job training and experience.

Knowledge, Skills, and Abilities (Position Expectations)
1. Knowledge of practices and procedures of HVACR trade.
2. Knowledge of building construction.
4. Knowledge of electrical codes and practices.
5. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes and regulations including, but not limited to: Uniform Building Code (UBC), Occupational Safety and Health Administration (OSHA), International Building Codes (IBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), Environmental Protection Agency (EPA), etc.
6. Ability to read and interpret blueprints, specifications, and plans.
7. Ability to learn and apply operating procedures.
8. Ability to meet predetermined deadlines.
9. Ability to read and interpret written and/or oral instructions.
10. Ability to plan and organize work.
11. Ability to safely move and relocate heavy objects.
12. Ability to perform strenuous and physical work.
13. Ability to operate hand and power tools and equipment.
14. Ability to distinguish color-coded wires.
15. Ability to work flexible hours or shifts.
16. Ability to work in confined areas.
17. Ability to withstand heights and perform work safely.
18. Ability to work cooperatively with employees, vendors, and the public.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Completion of an HVACR technical training certification program; or, Any combination of HVACR technical training certification and experience equivalent to two (2) years experience.

Licenses and Certifications
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Certification as a Universal Refrigerant Handler in accordance with EPA Federal Regulation 40 Code of Federal Regulation (CFR) part 82, subpart F. Must be maintained for the duration of the assignment.
4. Hold or be able to obtain, Forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.
Preferred Qualifications
Apprenticeship and/or journeyman certificate/card.

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicle.
4. Certification as a Universal Refrigerant Handler in accordance with EPA Federal Regulation 40 CFR part 82, subpart F.
5. Forklift qualification card, if applicable.
6. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District facilities - schools (i.e., classrooms, cafeterias, offices, boiler rooms, facility roof tops, etc.), construction sites, etc.

Work Environment

Strength
Strength: Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or up 10-20 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.
Environmental Conditions
Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud and occasional to frequent time periods and frequent electrical shock hazards.

Hazards
Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks
District-issued vehicles, various ladders, analog and digital temperature analyzers, eye and hearing protection equipment, electronic refrigerant leak detectors, pressure/vacuum pumps, oxy-acetylene welding/cutting equipment, megohm meters, analog and digital volt ohm/amp meters, pneumatic calibration gauge kits, motorized forklifts, chain hoists, refrigerant reclamation equipment, mobile hand held radios, hand and power tools, etc.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information
- Revised: 03/13/20
- Created: 03/31/17