



JOB INFORMATION

| | |
|-------------------------|----------------------|
| Job Code | ND20 |
| Job Title | Tech III, HVACR |
| Pay Grade | ST14 |
| Range Minimum | \$44,500 |
| 33rd % | \$53,400 |
| Range Midpoint | \$57,800 |
| 67th % | \$62,300 |
| Range Maximum | \$71,200 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/8/2020 |

JOB FAMILY AND FUNCTION

| | |
|---------------|-----------------------------|
| Job Family: | Production & Skilled Trades |
| Job Function: | HVAC |

JOB SUMMARY

Under limited supervision, responsible for performing complex installations, replacements, or repairs to refrigeration, air conditioning, and ventilating equipment and systems. Troubleshoots and executes major or complex repairs. Leads projects to execute complex installation and replacement projects of HVACR systems in campus buildings.

RESPONSIBILITIES

- Serves as the University's technical experts on HVACR system operations, repairs, and maintenance. Plans, schedules, and oversees major HVACR system repair projects, such as the replacement of air handling units, chillers, or boilers and leads emergency repair efforts.
- Oversees the repair efforts of less experienced HVACR Technicians executing complex repairs and maintenance on heating, ventilating, air conditioning, and refrigeration (HVACR) systems including air distribution machinery, pneumatic and digital controls, hot and chilled water distribution, and variable volume systems.
- Inspects HVACR systems and their components (e.g. air handling units, chillers, heat exchanges, heating units, building exhaust fans, ventilation equipment, etc.) for the purpose of evaluating operating status and material condition, identifying necessary repairs and recommending a proper course of action.
- Installs, maintains, performs diagnostic analysis, and adjusts advanced DDC (Direct Digital Controls), pneumatic, electric and other electronic control systems for a wide array of HVACR equipment to maintain desired space temperatures and humidity levels.
- Coordinates and plans assigned work orders using the Facilities Management AIM work order system to prioritize and schedule work to best meet the need of Auburn University and its customers. Identifies options, develops solutions, and takes action when responding to customer requests.
- Will be responsible for meeting and maintaining training and certification requirements as outlined by the Auburn University Facilities Management Policy: "Training, Education, and Certification Requirements for Mechanical and Electrical Trades Personnel".
- May be required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property.

SUPERVISORY RESPONSIBILITIES

| | |
|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|--|--|-----|---------------------|--|--|
| Some college; vocational or Associate's Degree | Heating, Ventilating and Air Conditioning Systems, Refrigeration, Building Control Systems or related fields of study. | And | 8 years of | Experience as an HVACR technician. Must include at least 3 years at the preceding level. | |

| | |
|--|-----|
| Substitutions Allowed for Education | Yes |
| <i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i> | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|--|
| Advanced knowledge regarding the installation, maintenance, repair and proper operation of a wide array of complex HVACR systems. | |
| Advanced knowledge regarding a wide array of complex HVACR systems components such as AHUs, VAVs, DX Units, Hydronic systems, chillers, boilers, variable frequency drives, and heat exchangers. | |
| Advanced knowledge regarding troubleshooting, assessment, and diagnostic techniques for complex HVAC and refrigeration system problems. | |
| Advanced knowledge regarding project management and the planning, directing, scheduling, and managing of HVACR system repair projects; HVACR control systems and the ability to install repair, and replace control components; digital controls and the ability to install, repair, and replace digital control components; pneumatic controls and the ability to install, repair, and replace pneumatic control components. | |
| Advanced knowledge in the use of air and water flow measurement equipment and the ability to accurately use such equipment; building air and water "test and balance" procedures and practices and the ability to test and balance a building system. | |
| Knowledge to use building automatic systems (such as Johnson Controls Metasys system) to find and troubleshoot issues. | |
| Knowledge of fire alarm systems and how they interact with HVACR system operation and controls. | |
| Leadership and supervisory skills, along with the ability to communicate tasks and direction to subordinates in a clear and concise manner. | |
| Ability to install, repair, and/or replace a wide array of HVACR system components such as AHUs, VAVs, DX Units, Hydronic systems, chillers, boilers, variable frequency drives, and heat exchangers. | |
| Ability to troubleshoot, assess, and diagnose routine HVAC and refrigeration systems problems. | |
| Ability to assist in planning and executing HVACR system repair projects. | |
| Ability to install, repair, and replace HVACR control components, digital control components, pneumatic control components as well as adjust and modify the sequence of control operations to ensure proper system performance. | |
| Ability to accurately use of air and water flow measurement equipment. | |
| Ability to test and balance a building system. | |
| Ability to use building automatic systems (such as Johnson Controls Metasys system) to find and trouble shoot issues. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|-----|
| DL NUMBER - Driver License, Valid and in State | "Any State" | Upon Hire | Required | And |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|---|------------|------------------|-----|
| | Universal Refrigerant Card | Upon Hire | Required | And |
| | North American Technician Excellence (NATE) HVAC Support Technician Certification or approved equivalent per Auburn University Facilities Management Policy: "Training, Education & Certification Requirements for Mechanical and Electrical Trades Personnel". | Upon Hire | Required | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|------------|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | X | | | |
| Lifting | | | | X | | 50-100 lbs |
| Climbing | | | | X | | |
| Stooping/ Kneeling/ Crouching | | | | X | | |
| Reaching | | | | X | | |
| Talking | | | X | | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | | | X |
| Extreme heat | | | | | X |
| Humidity | | | | | X |
| Wet | | | | | X |
| Noise | | | | | X |
| Hazards | | | | | X |
| Temperature Change | | | | | X |
| Atmospheric Conditions | | | | | X |
| Vibration | | | | | X |

Vision Requirements:

Ability to see information in print and/or electronically.