
Auburn University Job Description

Job Title:	Tech, HVAC	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	NB45	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Installs, maintains, and repairs equipment related to HVAC systems.

Essential Functions

1. Completes preventative maintenance on air conditioning units, fan coil units, and other motors and equipment.
2. Diagnosis problems, repairs and replaces equipment, unit, and parts.
3. Replaces and installs equipment such as heating and air conditioning units, appliances, compressors, pneumatic systems, pumps, and motors
4. Repairs and replaces components of units such as thermostats, diaphragm in reheat valve, pneumatic actuator, pneumatic lines and filters, controls, driers, fan motor, and leaking coils.
5. Monitors and cleans boiler system to maintain proper water temperature.
6. Cleans equipment, tools, and shop area including disposing of hazardous materials.
7. May maintain a computer database for work activities, supplies, and accountability of equipment.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties and tasks are standardized. Performs some more advanced tasks as part of training and development. Resolves routine problems and refers more complex issues to higher levels.	Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.	Applies basic skills and learns advanced skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
II	Duties and tasks are varied and complex. Resolves most questions and problems and refers only the most complex issues to higher levels.	Works under minimal supervision. May periodically assist in orientation, training, assigning and checking the work of lower level employees or be designated as lead worker.	Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Applies basic skills and learns advanced skills in procedures, techniques, tools, materials and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
- Level II** Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in HVAC practices

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

Certification as a Universal Refrigerant Technician, Valid Driver's License, and 24 hour on-call status.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 12/15/2011
