

JOB DESCRIPTION

TITLE: HVAC TECHNICIAN

SUMMARY:

Operate, maintain and repair all equipment used for heating, ventilation and air conditioning of college building equipment. This includes operations of a central heating plant utilizing steam and/or hot water for tempering or heating building, and a central chilled water plant to provide cooling to all buildings. You will be required to work regular, swing and Graveyard shifts at any campus when needed. Provides excellent customer service to create a comfortable environment in which to study, teach and learn at all campuses.

CLASSIFICATION: HVAC TECHNICIAN 1

PAY GRADE: 13

EDUCATION REQUIREMENTS:

- Must have high school diploma or GED

EXPERIENCE REQUIREMENTS:

- Must have 0-2 years direct experience in HVAC and boiler operation and maintenance.
- Must have basic knowledge of computer operation for use on our energy management system Johnson Metasys program and our Preventative Maintenance and work order system (CMMS: Sprocket).
- Understand the different type of air distribution systems such as VAV, Double duct, etc.

JOB DUTIES:

- Learn locations of all HVAC equipment and how they relate to each building.
- Maintain and repair all HVAC equipment and components to manufactures recommendation, i.e. valves, motors, belts, bearings, filters, and lubrication etc.
- Learn basics of equipment management controls (metasys) to be able to start, stop, seek status or change conditions on HVAC systems.
- Make rounds of all equipment rooms identify and repairing any potential problems and keep the systems and rooms clean.
- Complete and close out Work Orders in the CMMS and enter time worked and materials used.
- Respond to fire alarms systems and be familiar with fire panels.
- Must complete all College required training courses.
- Must have a valid Utah driver's license.
- Must be able to lift 80 lbs.
- Must be able to work from a ladder.
- Any other duties as assigned.

CLASSIFICATION: HVAC TECHNICIAN 2

PAY GRADE: 14

EDUCATION REQUIRED:

- Must have everything required in HVAC Technician 1
- EPA Universal certification.

EXPERIENCE REQUIRED:

- Must have 2-4 years direct experience in HVAC and boiler operation and maintenance.
- Must have entry-level training on Metasys building automation system and know how to utilize the control program for troubleshooting.

JOB DUTIES:

- Continue with HVAC Technician 1 duties as well as the following:
- Must know how to prepare boilers for State inspection, including any refractory work, cleaning and installing new seals on shell of boiler and water side inspection ports.
- Must be able to replace bearings and seals on centrifugal pumps, change bearings on fan systems, motors and pumps shafts.
- Need to be able to run the Boiler plant and Chiller plants to maintain system temperatures and equipment runtimes through the Metasys system and Auto-Flame.
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- Must be familiar with cooling tower operations and repair potential problems.
- Must be able to service, install, repair and replace refrigeration systems including split systems, chillers packaged units etc.

CLASSIFICATION: HVAC TECHNICIAN LEAD

PAY GRADE: 15

EDUCATION REQUIRED:

- Must have everything required of HVAC Technician 2
- Associate's Degree in HVAC or similar or equivalent in years experience above required 8 years.

EXPERIENCE REQUIRED:

- Must have 4-6+ years direct experience in HVAC and boiler operation and maintenance.
- Must be proficient with the CMMS Preventative maintenance, work order program used by Salt Lake Community College or similar system.

JOB DUTIES:

- Continue with HVAC Technician 2 duties as well as the following:
- Must be able to set equipment trends to monitor energy consumption in Johnson Controls Metasys program.
- Train other HVAC Technicians and staff in preventative maintenance, repair and care of HVAC systems.
- Motivate employees to become better at their jobs and research professional development opportunities for your staff.
- Assist Director in yearly performance evaluations of employees and meet with each employee quarterly to help keep them on task.
- Assist with construction/remodel plan review of upcoming projects of the HVAC systems.
- Ensure all staff that is assigned to you enters all their time and work in CMMS according to department requirements and approve in Banner and ensure campus has proper coverage while minimizing overtime.

- Using the CMMS work order system, assign work orders to other HVAC's for all campuses for PM's and regular work. Follow through with technicians to verify work has been complete and work orders closed out properly.
- Works with outside vendors, engineers and consultants on projects affecting HVAC systems on buildings and incorporate their designs into SLCC's.
- Document employee activities for job performance tracking.
- Work with Director to hire staff in your area by being the chair on hiring committee.
- Supervise day-to-day operations of the HVAC staff assigned to you.
- Support the Director of plant operations and maintenance with department goals and visions and help implement them.

JOB FAMILY: HVAC TECHNICIAN, FACILITIES HEAT PLANT