

## HEATING, VENTILATING AND AIR CONDITIONING TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the performance of installations and repairs of all heating, ventilating, and air conditioning (HVAC) equipment and components. Incumbents receive general direction in the performance of the duties. Supervision is exercised over the work of other maintenance staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Provides close and continual supervision of HVAC Technician Trainee and provides performance evaluations on regular basis;  
 Identifies and solves problems with electric controls, heating and cooling systems and refrigeration systems;  
 Installs and services boilers, air conditioning systems, air compressors, pneumatic systems, duct work and computer hardware for control systems by measuring pipes, soldering or brazing metals, wiring control systems, etc.;  
 Performs preventive maintenance to HVAC equipment by changing oil, filters, belts, bearings, etc.;  
 Repairs steam and hot water leaks, motors, pumps, steam traps, air handling units and all other HVAC equipment and components;  
 Responds to maintenance work requests;  
 Identifies, suggests, and implements energy conservation measures;  
 Tests and treats water used in air conditioning systems in order to prevent growth of fungi and bacteria;  
 Maintains operating logs for all HVAC equipment under employee's charge.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of HVAC systems including electrical, refrigeration, boiler and heat pump; thorough knowledge of types of equipment and appropriate lubricants; thorough knowledge of preventive maintenance and servicing needs of systems; ability to install boilers, ducts, air conditioning systems, wiring and piping; ability to analyze servicing needs; ability to read warranty specifications, blueprints, installation manuals, maintenance manuals, wiring and piping schematics; ability to plan, supervise and evaluate the work of others; ability to understand oral and written directions; dependability.

**MINIMUM QUALIFICATIONS:** EITHER:

1. Graduation from a regionally accredited or New York State registered college, university, or technical school with an Associate's Degree or certificate in heating, ventilating, and air-conditioning technology or a closely related field AND two (2) years of full-time paid experience in the installation, maintenance and repair of heating, ventilating, and air conditioning equipment, OR
2. Graduation from high school or possession of a high school equivalency diploma, AND four (4) years of full-time paid experience, or its part-time equivalent, in the installation, maintenance and repair of heating, ventilating, and air conditioning equipment, OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

**SUBSTITUTION:** Trade school certification, which included coursework in boiler systems, heating plant and air-conditioning/refrigeration operation, maintenance and repair, may be substituted for one year of the experience.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment and maintenance of such license throughout the tenure of employment in the position.

APPROVED: JUNE 26, 2012

REVISED: 12/6/17; 11/8/19, 12/13/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE