

**Qualifications:**

- High School Diploma or equivalent.
- Heating and/or air conditioning license based on State requirements as directed by the Board of Examiners of Plumbing, Heating, Air Conditioning, and Fire Sprinkler Contractors preferred.
- Valid driver's license.
- Experience in the installation, maintenance, and repair to ventilation, air conditioning, and environmental control systems is preferred.

**Nature of Work:**

An employee in this position performs the full range of duties associated with installation, maintenance, and repair of ventilation, air conditioning and environmental control systems. A larger, costlier, exceptional, or more complex job may be reviewed by a technical supervisor to determine appropriate procedures to assure that proper work methods are being followed. Employees receive work orders indicating the nature of the work to be done. They are expected to determine the materials, tools, and repair procedures needed. Errors may be quickly revealed or may only be located after involvement of a supervisor, and may be costly to fix. Limited supervision is given to this employee.

**Knowledge, Skills, and Abilities:**

- Working knowledge of ventilation and refrigeration theory.
- Working knowledge of the practices, methods, materials, and equipment used in the maintenance and repair of ventilation, air conditioning and environmental control equipment.
- Working knowledge of electricity.
- Working knowledge of the design and operation of reciprocal compressors.
- Working knowledge of the design and operation of pneumatic control systems.
- Ability to diagnose equipment malfunctions and prescribes repair procedures.
- Ability to follow specific written or oral instructions.
- Ability to use recycle and recovery equipment.
- Skill in the use of tools and equipment utilized in the repair of ventilation, air conditioning, and environmental control equipment.

**Essential Job Functions:**

- Troubleshoots and repairs electrical control circuits, using electrical test devices.
- Replaces faulty thermostats, wiring, and controls.
- Checks accuracy and calibrates electrical, pneumatic, and electronic control systems.
- Overhauls small reciprocal compressors.
- Cleans, lubricates and services ventilation, air conditioning, and environmental control equipment.
- Sets ventilation, air conditioning, and environmental control equipment into place.
- Wires controls.
- Forms metal sheeting into duct.
- Connects and installs piping and duct.
- Removes and replaces joints or lengths of pipe and duct in distribution systems.
- Adjusts and balances distribution systems to achieve maximum energy efficiency.
- Uses recycle and recovery equipment.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_