

Classification Specification: Air Quality Technician

Classification Number: 52291 Pay Grade: 26
Effective Date: September 27, 2013 Current Exemption Status: Nonexempt

Position Summary

Repairs and performs preventative maintenance on air conditioning and heating systems and units, refrigeration systems and pneumatic and electrical controls under general supervision. Monitors and assesses issues in the Building Automated System (BAS). Also may perform a variety of routine, general and preventative maintenance on other building equipment, fixtures and structures.

Essential/Primary Duties

- Completes work orders to repair air conditioner and heating systems and units, refrigeration systems, pneumatic and electrical controls, pumps, motors and fans. Installs air conditioning units, including both window and central systems, heating units, dehumidifiers, pumps, motors, fans and pneumatics. Resolves issues of airflow related to space comfort.
- Monitors and assesses issues in the BAS (Building Automation System). Performs needed resets, adjustments, or repairs either through the BAS or out in the field.
- Coordinates issues related to fume hoods and office health concerns.
- Oversees new building warranty issues. Verifies the BAS is comparable to the building and that systems operate according to the sequence of operation.
- May perform a variety of routine, general and preventative maintenance on other building equipment, fixtures and structures, including electrical, plumbing, doors, pools, custodial equipment and computer equipment.

Experience and Education

Experience

- Three to six months related experience required

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed in an environment with exposure to somewhat disagreeable or hazardous conditions.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to operate computers and peripheral equipment such as printers
- Knowledge of basic science and scientific methods
- Ability to operate hand and/or power tools appropriate to the trade
- Working knowledge of HVAC systems and controls

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

Campus Ops Maintenance and Trade Staff

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.