

# Classification Specification: HVAC Technician

Classification Number:	52300	Pay Grade:	29
Effective Date:	October 2022	Current Exemption Status:	Nonexempt

## Position Summary

Under the general supervision of the MEP Superintendent, Senior HVAC Tech, or higher-level supervisor, the HVAC Tech is responsible for maintaining heating, ventilating, refrigeration, and cooling equipment.

## 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.
- May perform a variety of routine, general and preventative maintenance on HVAC and other building/department equipment, fixtures and structures, including electrical, plumbing, doors, pools, custodial equipment and computer equipment.
- Responds to after-hours emergencies; works during inclement weather; and works to support various events on campus during non-business hours
- Performs related duties based on departmental need

## Experience and Education

### Experience

- One year 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.