POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005758

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Air Quality Technician 1 /Maintenance Repair Worker 2	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 06 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. (Report in location &/or work hours subject to change).

JOB CODE TITLE Air Quality Technician 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Under general supervision, repairs, maintains & installs heating, cooling & refrigeration systems in order to regulate climate conditions of state facilities: repairs air conditioning & heating units & systems, repairs refrigeration systems, pneumatic controls, pressure regulators, steam separators, pumps, fans & motors & related heating, cooling & refrigeration equipment; periodically overhauls air conditioning & heating systems; performs water quality tests for boiler, chillers, cooling towers for proper chemical levels & balance (requires familiarity with water treatment chemicals & their use); performs basic electric & electronic tests on HVAC equipment & makes minor electrical repairs; operates an air flow hood to ensure proper air balance in building; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to wear pager &/or carry cell phone.	Knowledge of (1) air conditioning; (2) heating & refrigeration; (3) blueprint reading; (4) policies & procedures relative to local, state & federal regulations (e.g., electrical codes) (5) safety practices according to OSHA/PERRP standards; (6) basic plumbing & codes; (7) software for HVAC & lighting direct digital controls; (8) air balance; (9) preventative maintenance. Skill in (10) HVAC & refrigeration maintenance; (11) operation of hand & power tools (e.g., wrenches, gauges, torch, leak scanner) (12) operate flow hood for air balance; (13) recording & interpreting readings on various equipment; (14) HVAC & facility maintenance computer software Ability to (15) recognize unusual or threatening conditions & take appropriate action; (16) interpret variety of instructions in written, oral, picture form; (17) add, subtract, multiply & divide; (18) maintain accurate records; (19) work alone on most tasks; (20) cooperate with co-workers on group projects; (21) push, pull, lift or otherwise move up to 50 lbs.; (22) complete routine forms; (23) perform minor alterations & carpentry necessary for HVAC installation & repair; (24) perform minor electrical repairs as required to facilitate safe & efficient operation of HVAC systems; (25) test/operate emergency generators; (26) respond to systems emergency situations on 24X7 basis; (27) carry cell phone or wear pager.

JOB CODE 52291

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ce	2/14/13

apd 2-22-13 cl

POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS106495		
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005758

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION
Air Quality Technician 1 /Maintenance Repair Worker 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 06

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. (Report in location &/or work hours subject to change).

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Performs variety of skilled & semi-skilled building maintenance details (e.g., plumbing, electrical, carpentry, & painting) & general maintenance repair details (e.g., troubleshooting, repairing &/or installation of related equipment & building systems): works with maintenance personnel (e.g., plumbers, carpenters, electricians & contractors) in completing repairs or performing building maintenance tasks; operates & maintains snow & ice removal equipment & grass mowing equipment & related lawn care equipment (e.g., chain saws, weed whackers, trimmers, pruners); makes minor repairs to plumbing fixtures.	Knowledge of 4, 5, 6, 9. Skill in 11, 13. Ability to 15, 16, 17, 18, 19, 20, 21, 22, 23, 24.
25	Installs air conditioning (i.e., window A/C unit, central systems) heating units & installs piping, pumps, motors & refrigeration systems: may push, pull, lift or otherwise move up to 50 lbs.; handles & disposes of refrigerants; fabricates sheet metal duct work periodically; inspects air conditioning, refrigeration & heating systems, performing preventative maintenance (e.g., cleaning or changing filters, lubricating motors, tightening belts) to ensure serviceable condition of system; orders & picks up parts.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in 10, 11, 12 Ability to 15, 16, 17, 18, 19, 20, 21, 22, 23, 24.

JOB CODE TITLE
Air Quality Technician 1

JOB CODE
52291

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 2/14/13

ad 2-22-13 ad