

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106470
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005758	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Air Quality Technician 1 /Maintenance Repair Worker 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005777 Air Quality Technician Supervisor	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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 subject to change.			
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 a 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. *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 8/5/09	

April 8-20-09al
 JOB CODE
52291

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
25	Serves as lead worker (e.g., provides work direction, training) over lower-level maintenance repair workers, or other assigned staff in semi-skilled maintenance jobs (e.g., plumbing, carpentry, & electrical); works with maintenance personnel (e.g., plumbers, carpenters, electrician & 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, (26) employee training. 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	
	This position is designated as disaster & weather essential.		*developed after employment	
JOB CODE 52291	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenke</i>	
			DATE 8/5/09	

apd 8-20-09al