100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106460

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	20005777 Air Quality Technician Supervisor

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

NORMAL WORKING HOURS (Explain unusual or rotating shift): **On call or standby 24 hrs a day, 7 days a week, required to wear a pager &/or carry a cell phone.**
FROM: 7:00 am TO: 4:00 pm

JOB CODE TITLE
Air Quality Technician 1

JOB CODE
52291

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.	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 standards*. Skill in (6) heating, ventilation, A/C & refrigeration maintenance; (7) operation of hand & power tools (e.g., gauges, torch, leak scanner). Ability to (8) recognize unusual or threatening conditions & take appropriate action; (9) interpret variety of instructions in written, oral, picture form; (10) add, subtract, multiply & divide; (11) maintain accurate records; (12) work alone on most tasks; (13) cooperate with co-workers on group projects
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* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, (14) push, pull, lift or otherwise move up to 50 lbs. (15) complete routine forms
15	Assists trades personnel (e.g., plumber, carpenter, electricians &/or contractors) in maintenance & repairs: performs building maintenance & trade tasks; operates snow & ice removal equipment, grass mowing equipment & related lawn care equipment (e.g., chain saws, weed whackers, trimmers, pruners).	Knowledge of 1, 2, 5* Skill in 6, 7 Ability to 8, 9, 10, 12, 13, 14
10	Maintains required inventory records & equipment (e.g., manifold gauges, hand tools, power equipment, leak scanner).	Knowledge of 5* Ability to 1, 15
	This position has been designated as weather & disaster essential.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ca	1/27/09

add 2-27-09