

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

POSITION NUMBER
20005758 (17302.0)

JOB CODE TITLE
Air Quality Technician I

JOB CODE
52291

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Air Quality Technician 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005777 (17607.0) Air Quality Technician Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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 wackers, trimmers, pruners).	Knowledge of 1, 2, 5* Skill in 6, 7 Ability to 8, 9, 10, 12, 13, 14

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Weatheren/ce

6/16/08

apal 6-25-08 CL

