

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

DIVISION OR INSTITUTION
General Services

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Air Quality Technician Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005783 Administrative Officer 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00am TO: 5:00pm Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	<p>Oversees regulation of climatic conditions (i.e. heating & cooling) in state buildings as assigned & supervises air quality technician staff; prepares complete inventory of HVAC equipment by preparation of equipment replacement card to include information on lifecycle & projected replacement cost & timeline; gathers data for trend analysis on equipment or component failure; develops predictive equipment maintenance schedules; establishes future repair, maintenance & upgrade priorities; prepares technical specifications for major equipment repair or replacement; manages water treatment program for all applicable equipment (e.g. boilers); develops & maintains quality assurance program (e.g. performs quality control audits & checks; insures refrigerants are handled in accord with EPA regulations [e.g. weighing, adding, reclaiming, record keeping & annual reporting, recycling]; verifies work meets industry standards & relevant code); develops cost estimates; assists in management of building renovations; attends construction meetings; supervises staff (e.g. establishes schedules & shift assignments; assigns & reviews work; approves leave; administers or recommends discipline; maintains payroll; evaluates performance; prepares training plan); 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.</p>	<p>Knowledge of: (1) air conditioning, heating & refrigeration technology; (2) local, federal & state HVAC, plumbing, electrical & fire codes;* to include but not limited to EPA Regulation 608 (3) safety practices according to OSHA & PERRP standards; (4) water testing & treatment; (5) inventory control; (6) blueprint reading & interpretation; (7) control software for HVAC equipment (e.g. Honeywell, Advanced); (8) agency policies & procedures*; (9) human relations; (10) supervisory principles & techniques; (11) employee training & development.</p> <p>Skill in (12) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, Access, Outlook, OAKS*); (13) HVAC maintenance, repair & installation & associated hand & power tools .</p> <p>Ability to (14) interpret & deliver a variety of instructions written, orally & in picture format; (15) maintain accurate records in written or computerized format & create reports, graphics & spreadsheets to memorialize & explain report contents; (16) cooperate with others on projects & tasks; (17) train & motivate peers & subordinates to maintain peak performance; (18) obtain & maintain valid driver's license.</p> <p>*developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

20005757 Air Quality Technician I
20005758 Air Quality Technician I
20005760 Maintenance Repair Worker I
20005777 Air Quality Technician Supervisor
20005778 Air Quality Technician I

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen

5/17/12

POSITION NUMBER
20005775

JOB CODE TITLE
Air Quality Technician Manager

DB CODE
52296

Apd 5-17-12 AR

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

POSITION NUMBER 20005775	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Air Quality Technician Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005783 Administrative Officer 1	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report in location & work hours subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%				
	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	20 Inspects installed equipment for proper assembly of components & checks for needed repairs & compliance with technical orders, blue prints, schematics, specifications, handbooks & established procedures: works with supervisors to ensure all building cycles are scheduled to ensure maintenance is completed with minimal affect on tenant services & tenant comfort; works collaboratively with building operations manager with regard to HVAC issues.		Knowledge of 1, 2*, 3, 4, 5, 6, 7, 8*, 9, 11 Skill in 12, 13 Ability to 16, 18, (19) inspect HVAC equipment (e.g. chillers up to 400 tons, air handlers, low pressure steam/water boilers, heat pumps, etc.); (20) to recognize unusual or threatening conditions & take appropriate action	
	10 Performs related administrative duties as assigned: coordinates installation schedule; orders necessary supplies, tools & parts; attends or presents training; ensures personnel are cross trained for DAS assets.		Knowledge of 1, 2*, 3, 5, 6, 11 Skill in 12, 13 Ability to 14, 15, 16, 17, 18	
			*developed after employment.	
JOB CODE 52296	List Position Numbers & Job Titles of Positions Directly Supervised: 20005757 Air Quality Technician 1 20005758 Air Quality Technician 1 20005760 Maintenance Repair Worker 1 20005777 Air Quality Technician Supervisor 20005778 Air Quality Technician 1		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/jcc</i>	
		DATE 5/17/12		

Apd 5.17.12(AE)