

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

POSITION NUMBER 20005775 JOB CODE TITLE Air Quality Technician Manager	<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 Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization		
	<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 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	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.		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. 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. 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. *developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoxen</i>		DATE 10/18/12	
JOB CODE 52296					

App. 10-3-12 (20)

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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

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	SEE TABLE OF ORGANIZATION	<i>Jeffrey Westhonen/ce</i>	10/18/12

Amend 10.3.12 (aw)

*developed after employment.