

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
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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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
70	<p>Oversees regulation of climatic conditions (i.e. heating & cooling) in state buildings, supervises air quality technician staff & plumber 2: 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 to include EPA Regulations & section 608 of Clean Air Act of 1990; (2) local federal & state HVAC, plumbing, electrical & fire codes; and the Uniform Plumbing Code* (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) supervisory principles & techniques; (9) employee training & development.</p> <p>Skill in (10) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, Access, Outlook, OAKS*); (11) HVAC maintenance, repair & installation & associated hand & power tools.</p> <p>Ability to (12) inspect plumbing systems, (e.g. drain, waste & vent, domestic supply & natural gas); (13) inspect HVAC equipment (e.g. chillers up to 400 tons, air handlers, low pressure steam/water boilers, heat pumps, etc.); (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) work alone; (17) cooperate with others on projects & tasks; (18) train & motivate peers & subordinates to maintain peak performance; (19) obtain & maintain valid driver's license.</p> <p>*developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven/acc

DATE

1/2/13

POSITION NUMBER
20005775

JOB CODE TITLE
Air Quality Technician Manager

JOB CODE
52296

WPA 12.28.12

