100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106470

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services	Properties & Facilities	Franklin

POSITION NUMBER 20005776

☐ 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 2	20005775 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 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as lead worker (e.g., provides work direction) over lower-level Air Quality Technicians, repairing , maintaining & installing 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; (14) push, pull, lift or otherwise move up to 50 lbs.
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; periodically 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, (15) complete routine forms
15	Assists trades personnel (e.g., plumber, carpenter, electricians &/or contractors) in maintenance repairs or 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, 11, 12, 13, 14, 15
10	Maintains required reports, records, & equipment (e.g., manifold gauges, hand tools, power equipment, leak scanner). Other duties as assigned.	Knowledge of 1, 2, 5* Skill in 6, 7 Ability to 8, 9, 11, 12, 13, 14, 15
	This position is designated as weather & disaster essential.	*developed after employment.

JOB CODE 52292

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven /aw	1/26/09

Appl 2-5-09 cl