

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106440
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005786	<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 1 /Maintenance Repair Worker 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005775 Air Quality Technician Supervisor	
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 06  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m.    TO: 4:00 p.m.    Report in location subject to change.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
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; 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; (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/PERRP standards; (6) basic plumbing & codes; (7) software for HVAC & lighting direct digital controls; (8) air balance; (9) preventative maintenance. Skill in (10) HVAC & refrigeration maintenance; (11) operation of hand & power tools (e.g., wrenches, gauges, torch, leak scanner) (12) operate a flow hood for air balance; (13) recording & interpreting readings on various equipment; (14) HVAC & facility maintenance computer software Ability to (15) recognize unusual or threatening conditions & take appropriate action; (16) interpret variety of instructions in written, oral, picture form; (17) add, subtract, multiply & divide; (18) maintain accurate records; (19) work alone on most tasks; (20) cooperate with co-workers on group projects; (21) push, pull, lift or otherwise move up to 50 lbs.; (22) complete routine forms; (23) perform minor alterations & carpentry necessary for HVAC installation & repair; (24) perform minor electrical repairs as required to facilitate safe & efficient operation of HVAC systems; (25) test/operate emergency generators.  *developed after employment		
JOB CODE 52291	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ccc</i>	
			DATE 8/5/09	

apd 8-22-09 cl

