

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005789

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Air Quality Technician 1 /Plumber 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible 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 & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	<p>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; ensures refrigerants are kept secure & there is limited access to anyone other than other Air Quality Technicians; adds, weighs, & removes refrigerants in accordance with applicable regulations; works on low pressure steam & water boilers, & chillers up to 400 tons; 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; serves as lead worker (e.g., provides work direction, training over lower-level plumbers & maintenance repair workers, or other assigned staff in semi-skilled jobs.</p>	<p>Knowledge of (1) air conditioning; (2) heating & refrigeration; (3) blueprint reading; (4) EPA Regulations, Section 608 of Clean Air Act of 1990, 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 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; (26) respond to systems emergency situations on 24X7 basis; (27) carry cell phone or wear pager.</p> <p>*developed after employment.</p>

JOB CODE TITLE
Air Quality Technician 1

JOB CODE
52291

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

1/8/13

apd 1-9-13 al

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Performs a variety of skilled & semi-skilled plumbing jobs: installs, modifies & repairs new & existing plumbing (e.g., unclogs commodes, sinks, & sewage lines, replaces traps, valves, & temperature/pressure valves, installs water, steam & gas lines, hooks up laundry, laboratory, & kitchen equipment); maintains building plumbing facilities & equipment (e.g., checks pipes, plumbing & fixtures for signs of corrosion, checks & lubricates pumps, valves & changes filters); wears protective clothing (e.g., hard hat, welding gloves, welding jackets, leather aprons, face shields & goggles, steel toed shoes, dust masks & cotton uniforms) appropriate for assigned project; works with potentially hazardous equipment (e.g., welders, pipe cutters, threaders, drain snakes, drain augers, cutting torches, water jets) & various materials (e.g., chemicals used for clearing drains, PVC, copper, & cast iron pipe) to perform installations, modifications & repairs; assists in job layouts from blueprints; welds & solders pipes; designs & replaces installations, set-ups & piping arrangements; assists in maintenance & repair of heating & water systems at assigned buildings; operates machine tools & welding equipment to make repairs to metal parts & equipment; assists in repair & maintenance of interior & exterior maintenance equipment.	Knowledge of (28) plumbing trade; (29) first aid & industrial (e.g. OSHA) safety regulations/procedures pertaining to maintenance duties*; (30) MSDS guidelines for chemical safety*; (31) tool uses & safety equipment; (32) local, state & federal regulations, policies & procedures (i.e., building codes, Uniform Plumbing Code, safety codes, regulations, shop rules & regulations).* Skill in (33) use of plumbing & related maintenance hand & power tools & associated equipment (e.g., welders, pipe cutters, threaders, drain snakes, drain augers, cutting torches, water jets, drills, screw guns, laser, saws etc.). Ability to 15, 16, 20, 21, (34) move limbs/fingers easily to perform manual functions repeatedly; (35) move whole body in continuous or heavy labor; (36) obtain & maintain a valid driver's license if assigned to operate a vehicle.
20	Assists trade & skilled maintenance personnel (e.g., carpenter, electricians, painter) in maintenance repairs &/or performs building maintenance tasks: completes maintenance, repair & minor installation of electrical equipment; assists in carpentry details; performs painting of fixtures, rooms, buildings, signs & equipment; patches plaster & prepares surfaces for painting; assists in masonry work; inspects buildings, assets & equipment on a continuous basis for needed repairs, replacements, building damage, asset failure or other related maintenance needs; writes work orders & records work performed; attends training as required; participates in committees as assigned; uses personal protective equipment as required; other duties as assigned	Knowledge of 3, 4, 5, 6, 9 31, 33 Skill in 11, 13, 14 Ability to 15, 16, 18, 20, 21, 22, 31, 33, 35

*developed after employment.

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ea

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apd 1-9-13al

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