

## Position Description - Classified

### Position Status:

Working Title		Position Number
HVAC Technician		E99469
Classification Title		Classification #
HVAC Control Technician		4112
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Non-exempt
Work Location		Department / Division
Monmouth, Polk		Facilities Services
Reports to		Reports to Position Number
Assistant Director of Facilities Services		E99225
Incumbent		University ID #

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>Facilities Services is a service-oriented organization charged with the responsibility of maintenance and operation of the building and grounds allocated to Western Oregon University. Facilities Services operates within the property belonging to Western Oregon University. Geographic responsibilities include 157 acres and more than 60 buildings and facilities comprising over 1.3 million square feet of structures. In addition to the Monmouth campus, this department provides services for 525 Trade Street in Salem, Oregon. The department works to provide a safe, clean, comfortable environment for students, faculty, and staff to live, learn, and work. We embrace diversity, equity, and inclusion and strive to ensure that we treat everyone with respect and dignity.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The primary focus of this position is on HVAC and refrigeration maintenance and repair. The HVAC (Heating Ventilation Air Conditioning) CONTROL TECHNICIAN uses knowledge of pneumatic and electrical/electronic controls to perform skilled work installing, altering, calibrating, repairing, and maintaining HVAC control systems, building automation control systems, and energy management control systems to ensure safe and correct environmental and ecological conditions in State buildings. Employees in this class perform corrective and preventative maintenance to HVAC systems within the agency including, but not limited to, heat pumps, chillers, mini-splits, RTU's, condensate drains, line-sets and other related equipment or components.</p>

### Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties

50%	E	<p><b><u>HVAC Mechanical System Repair Activities:</u></b> Typical tasks: responds to HVAC system failures, modifies HVAC systems, and performs corrective and preventative maintenance on the HVAC systems which includes, but is not limited to, correcting temperatures, humidity, pressure and volume systems, and the environment. Cleans, oils, and greases equipment which includes, but is not limited to, pumps, filters, screens, motors, air compressors, and fans. Replaces belts and filters, adjusts dampers, linkages, and operators. Rebuilds and repairs pneumatic valves, water and steam valves, and aligns belts as needed. Replaces control wiring, electrical conductors, fuses, and limit switches as required. Tests, treats, cleans, and helps to maintain chillers and cooling towers.</p>
30 %	E	<p><b><u>HVAC System Control Issues Activities:</u></b> Performs troubleshooting of systems, interprets control logic diagrams, wiring schematics, alters, maintains and repairs electronic and pneumatic control systems and components, including but not limited to, dampers, actuators, relays, control panels, sensors, and freeze stats. Diagnoses control actions through application software as part of the preventive maintenance program and then checks, adjusts and makes necessary long-term changes to the environmental controls. Typical tasks: maintenance and repair of wiring systems and electrical fixtures and equipment; replaces fuses; assists in installing electrical conductors; replaces bulbs and globes as part of various projects throughout campus.</p>
5%	E	
10%	E	<p><b><u>Administrative duties:</u></b> Prepares job estimates; keeps accurate record of tests, inspections, repairs, and equipment replacement; accepts bids from outside contractors for major repairs; maintains parts inventory; obtains bids on parts and supplies; orders parts and supplies; trains other employees on technical information requires to perform maintenance on HVAC systems and control systems; sets priorities for service requests.</p>
5%	E	<p><b><u>Boiler Maintenance:</u></b> Assists with the maintenance of boilers and auxiliary plant equipment to adhere to current boiler code requirements; performs internal and externally required safety inspections. Monitors boiler operating functions and devices; may perform efficiency testing of fuel combustion and changes in the boiler operations to enable maximum fuel efficiency. Ensures all logs required are kept up-to-date and performs/assists with required DEQ/EPA paperwork including, but not limited to, fulfillment of DEQ discharge permit and greenhouse gas reporting.</p>
		<p><b><u>Other Duties as Assigned</u></b></p>

**Working Conditions:**

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

- Requires physical abilities to perform sustained arduous tasks under adverse weather conditions.
- Must work in below grade utility tunnel systems.
- Must be able to access rooftops, and work from elevated platforms up to 75 feet high.
- Must be able to climb stairs, set ladders and scaffolding.
- Must be able to lift 75 pounds without assistance.
- Must be able to work in dusty, humid, hot, work environments.
- Must be able to perform duties while using a respirator and/or protective equipment.
- Must be willing to work weekends, holidays, and evening shifts.
- Must be available for emergency callbacks and overtime upon request
- This position is part of a Facilities Services after hour’s response team and will be contacted periodically on offhours to come in for campus service/repairs.

**Guidelines:**

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

- Follow WOU Facilities Services safety policies and procedures.
- Use standard practices, methods, tools, and materials used in trade related to building and equipment servicing.
- Follow and understand Uniform Building Codes, Mechanical Codes, and Plumbing Codes.
- Follow the National Electrical Code.

How are these guidelines used to perform the job?

- To perform the job in the safest and most journeyman like manner.
- To ensure the campus is following code in related matters.

**Work Contacts:**

Who contacted	How (email / )	Purpose	How often?
Employees	In person, email, phone	Coordinate work	Daily
Students	In person	Direct work	Daily
Vendors	In person, email, phone	Coordinate work	Daily

**Job Related Decision Making:**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decision where possible.

This position will, at times, work independently and be required to make “on the spot” decisions when responding to emergency calls. This position should also be prepared to supervise semi-skilled and/or student assistants.

**Review of work:**

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?

The Assistant Director, or assigned lead worker through personal daily contact, to assure conformance with standard practices of the various trades. This position will be evaluated annually and through routine examination of work performed.

**Additional Job-Related Information:**

Any other comments that would add to an understanding of this position
This position is considered an essential employee and must report for duty when departmental policies require, during inclement weather, during emergencies, special events, etc. Must be available for on-call after hours. Other duties as assigned.
Special Requirements / Preferred Qualifications
<ul style="list-style-type: none"> <li>This person is required to maintain a valid state of Oregon driver's license.</li> <li>Preferred LME and Universal Refrigerant Handler EPA Certification or the ability to obtain within 2 years.</li> <li>Graduation from an accredited school (two-year program) in heating and air-conditioning <b>and</b> two years of full-time experience installing, altering, calibrating, repairing, and maintaining HVAC control systems and performing corrective and preventive maintenance on HVAC systems.</li> </ul> <p>* Two additional years of qualifying experience may be substituted for the two years of education.</p>
Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:
None

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Rebecca Chiles	
Appointing Authority (Human Resources)	Appointing Authority Signature / Date
Heather Mercer	

**HR USE ONLY:**

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
NBAPBUD / NBAPOSN			

	NBAJOBS
	PEAFACT
	Electronically Filed