

## HVAC SPECIALIST

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving operating, and the preventive maintenance, troubleshooting, minor repair, testing and calibrating of mechanical equipment providing heat, hot water, ventilation, and air conditioning in the most efficient and safe manner possible. This can include, but is not limited to, steam lines, mechanical equipment rooms, refrigeration, air conditioning equipment, chillers, humidity control systems and HVAC systems. This position typically assists school district staff with centralized heating systems and/or building wide controls. An HVAC Specialist may also make recommendations on replacing equipment and be involved in energy conservation projects. An HVAC Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Review, calibrate, adjust, repair and replace components of centralized heating systems;
- Review energy usage statistics to determine any inefficiencies;
- Inspect and repair automatic ignition systems related to oil and gas burners;
- Ensure efficient combustion and emission quality consistent with State and Federal standards;
- Review, develop and recommend changes in heating procedures for district facilities as needed;
- Assist district staff in determining maintenance and operations schedules of equipment;
- Assist Director of Facilities III with on-site visits and notify appropriated officials and offices;
- Prepare reports, including tracking sheets and services provided;
- Assist with instructing maintenance personnel on controls, instrumentation, boiler system or other systems utilized by district;
- Identify tools and testing equipment required to perform tasks and ensure proper calibration and maintenance;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of different types of HVAC systems including electrical, cooling, air conditioning, boiler and heat exchanger; good knowledge of appropriate HVAC formulas and their applications; good knowledge of correct installation, preventive maintenance, and servicing of HVAC equipment; good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of general safety practices, accident prevention methods, and hazardous conditions and materials associated with HVAC work; working knowledge of chemicals and chemical treatments associated with fluids in HVAC systems; knowledge and understanding of Federal and State laws as they may apply to control systems ability to apply information from service manuals and other sources to present systems, installation problems, future servicing, etc.; ability to identify servicing needs and provide verbal and written descriptions of problems and observations; ability to read warranty specifications, blueprints, installation manuals, maintenance manuals, wiring and piping schematics, flyers and technical books; ability to determine requirements for specific jobs: materials, personnel, tools, equipment, and length of time necessary to complete a job; ability to work in tight spaces, climb ladders and perform HVAC work on rooftop locations; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and; either

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in engineering or mechanical technology, heating and air conditioning, heating and cooling, heating and refrigeration technology or a closely related field and four years of experience testing, calibrating, repairing and modifying combustion control and instrumentation systems; OR
- B) Six years of experience, testing, calibrating, repairing and modifying combustion control and instrumentation systems.

SPECIAL REQUIREMENT: Possession and maintenance of appropriate class Motor Vehicle Operator's license at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/6/19