

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 677**

**HVAC Technician**

**GENERAL**

Perform skilled mechanical maintenance duties in the inspection, repair, installation, alteration ventilation, air conditioning and refrigeration systems on City buildings and properties. This position requires the incumbent to be on-call as needed to service the City's air conditioning and related systems.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Repairs and maintains air conditioning systems refrigeration equipment, cooling systems, (including chiller systems), water fountains, ice machines and related equipment.
- Plans and implements a preventative maintenance program for all air conditioning systems and related equipment in the City on a monthly basis.
- Preventative and other maintenance duties on air conditioning systems include, but are not limited to, changing filters; checking Freon (or other approved gas) levels; cleaning coils; checking evaporator water drains, oil levels and bearing performance in motors; checking belts, electrical wiring, thermostats, defrost timers, among other items.
- Plans and implements the installation of standard air conditioning systems, components and related equipment, often with the assistance of additional skilled and semi-skilled employees of various job descriptions in the Building Maintenance Division.
- Maintains accurate electronic records of all repairs and maintenance activities per system maintained and repaired.
- Assists other Divisional skilled trade and non-skilled workers in the maintenance and repair of municipal buildings and equipment, sometimes performing functions not related to air conditioning and related systems.
- Monitor and operate the City's Building Energy Management Systems.
- Performs related work as required

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the care and safe usage of power tools.
- Knowledge of the principles of air-conditioning and air-conditioning maintenance methods
- Knowledge of air compressors, pneumatic controls, electronic temperature controls, relay systems, thermostats, VAV systems, VFDs, rooftop and other air-handling units, including gas-fired units, chillers, energy management systems, pumps (2 and 4-pipe systems)
- Knowledge of the principles of safety and electricity
- Knowledge of standard parts, tools, and test equipment used in the trade and safe installation of new and replacement parts
- Skill in Microsoft Office Suite.
- Ability to able to work with minimum supervision

- Ability to read wiring diagrams, schematics, and technical manuals and to implement that knowledge in actual performance
- Ability to plan work and keep accurate records of work performed and materials used
- Ability to diagnose electrical, mechanical and electronic defects
- Ability to maintain, adjust and repair air-conditioning equipment
- Ability to communicate effectively with administrators and custodial staff and get along well with others
- Ability to take emergency call-outs.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent; supplemented by four (4) years' experience in air conditioning and refrigeration maintenance, repair and installation. Must possess a Broward County Air Conditioning Mechanic's license or equivalent. Must possess an EPA Universal Refrigerant License. Must obtain a valid State of Florida CDL Class B driver's license within six (6) months from hire date.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to move up to 50 lbs and occasionally 100 lbs.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate Florida driver's license and an acceptable driving record.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

**12/2016**

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Pay Grade/Group:** 22/42

**Location:** Public Works Department

**GERS: Regular:** Regular Class