

## HVAC - Journeyman

### Purpose Statement

The job of HVAC - Journeyman is done for the purpose/s of installing, repairing, and maintaining heating/air conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner.

### Essential Functions

- Assists in repair and installation in other areas of maintenance as may be required for the purpose of completing projects and work orders efficiently.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems and/or generators for the purpose of identifying equipment and/or systems repair and replacement needs.
- Fabricates sheet metal systems for the purpose of ensuring availability of appropriate materials for installation or repair.
- Informs personnel regarding procedures and/or status of work orders (e.g. computerized control systems, electronic console, etc.) For the purpose of providing information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. chiller equipment, cooling towers, exhaust/heating equipment, exhaust fan systems, low temperature & ice makers, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transport various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at the job site.

### Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work

### Minimum Qualifications

#### Mental Requirements

**Learning Development- Level D** Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.

**Problem Solving - Level 2** Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences.

#### Physical Requirements

**Physical Skill - Level B** Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.

**Physical Effort - Level 2** Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

#### Social Requirements

**Human Relations Skill- Level B** Job requires patience in communication and well-developed verbal skills to exchange technical or complex information with individuals or small, informal groups. skills in establishing harmonious relationships and gaining cooperation are important.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

#### **Work Environment**

**Performance Environment - Level A** Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

**Physical Working Conditions - Level 2** Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noise, temperature extremes, etc

#### **Accountability**

**Level of Accountability -Level B** Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

**Organizational Impact - Level 2** Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

### **Experience, Education, and Certifications**

**Experience:** Job related experience is required

**Education:** High school diploma or equivalent.

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. Valid Driver's License & Evidence of Insurability. EPA Certified

### **Compensation Details**

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 118

Work Calendar: Support 12 Months Long