

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Master HVAC Technician Certified	<b>Job Code:</b>	95004
<b>Job Function:</b>	Staff	<b>Grade:</b>	09
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	7/12

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**Job Summary:**

Under general supervision perform skilled, semi-skilled and unskilled installations. Perform repair and preventative maintenance on air conditioning, refrigeration and heating equipment. Plan, inspect, record and monitor HVAC concerns. Research concerns and order repair parts and supplies. Serve as team leader and train others in proper work methods and procedures.

**Essential Functions:**

20-60% Perform all tasks of an HVAC Technician. Troubleshoot and repair HVAC equipment.

20-50% Plan, lead, assign and schedule work from work orders. Train HVAC personnel on repairs and building systems. Coordinate HVAC/R work with other trades and assists as needed.

10-30% Plan and implement inspections and preventative maintenance on all facility, equipment and systems. Read and interpret graphics, blueprints, building plans and drawings to determine work aids required and sequence of installations. Draw sketches of pipes, ducts, fittings, etc. required to install HVAC/R systems and components.

20-30% Plan, inspect, record and monitor HVAC concerns. Research concerns and order repair parts and supplies.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by Superintendent/Supervisor.

**Education:**

Requires high school diploma or GED and successful completion of the University Certified Apprenticeship Training Program for an HVAC Technician.

**Licenses/Certifications:**

Valid Ohio Driver's License, Universal/CFC License and a Journeyman's Certification.

**Experience:**

Requires a minimum of 6 years of experience in commercial/industrial HVAC systems. Ability to repair air conditioning and heating units, refrigeration systems, pneumatic controls, steam traps, pressure regulators, etc required. Ability to install air conditioning and heating units required. Ability to work with energy management personnel to regulate system and assists with trade shops as required. Ability to learn, operate and use standard powered and non-powered tools and equipment such as welders, machine threader, manlift and others required to complete assigned tasks required. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write, observe and accurately follow oral, written and complex graphic instructions required. Problem solving skills and the ability to use judgment in determining the correct course of action when troubleshooting required. Ability to work alone required. Prior experience in leading others preferred.

**Leadership:**

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring the work of others, as assigned by the Supervisor.

**Physical Requirements:**

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb a ladder, scaffolding and work on rooftops.

**Working Conditions:**

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise, air pollution and heights. May involve exposure to chemical substances, hazards and moving parts. Work schedule is subject to change in accordance with University needs and/or the results of the shift line-up process. Overtime/Call-ins may be mandatory based on University need.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.