

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	HVAC Technician	<b>Job Code:</b>	95002
<b>Job Function:</b>	Staff	<b>Grade:</b>	07
<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 semi-skilled installation. 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.

**Essential Functions:**

30-60% Perform all duties of Asst. HVAC Technician i.e. troubleshoot and repair HVAC equipment and systems. Service and maintain all types of HVAC/R systems, parts, units and components (e.g. steam traps, pressure regulators, steam regulators, pumps, fans). Replace defective devices/materials and check refrigerant levels in HVAC/R systems to ensure proper operations of units. Service and maintain high temperature and high pressure heating systems, parts and controls according to prescribed specifications. Assemble and disassemble HVAC/R systems and replace or repair defective parts. Inspect and test HVAC/R systems and components to identify problems and to assure system is set to operate at prescribed technical specifications. Check and adjust pressure and vacuum gauges and controls to ensure efficient operations. Check joints and connections for gas leaks using various devices and techniques. Check regulators for all HVAC/R systems and units to assure they are adjusted correctly for proper operation and efficiency.

5-30% Perform, oversee and inspect installation of HVAC equipment and systems. Install HVAC/R systems (units ranging in size from one-half tone to seven hundred tons plus cooling capacity) in accordance with manufacturer's specifications. Install and connect (adjusts and tests) electrical devices such as timers, timer relays, motors, compressors, temperature controls, humidity controls and circulating-ventilation fans to control panels.

5-30% Join tubing or pipe to various HVAC/R units by means of sleeves, couplings or unions and solders or brazes joints using torch to form a complete unit. Install control devices by wiring connections between building power source and HVAC/R components and units. Retrofit refrigerant in air conditioning units. Cut, thread and install pipe for all HVAC/R systems using appropriate equipment. Cut, bend, wedge and flare tubing to correct length and shape.

10% Monitor inventory. Order and obtain supplies from stockroom and/or outside vendors.

5-10% Read and interpret installation, maintenance and operations manuals.

5% Coordinate activities with other trades and Health and Safety as needed. Plan, inspect, record and monitor HVAC concerns. Research concerns and order repair parts and supplies. Perform other duties as assigned by Superintendent/Supervisor.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications:**

Valid Ohio Driver's License.

**Experience:**

Requires a minimum of 2 years 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 nonpowered tools and equipment such as welders, machine threader, manlift and others required to complete assigned tasks. Ability to perform mathematics associated with trade applications (fractions, ratios, percentages) required. Ability to read, write, observe and accurately follow oral, written and 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.

**Leadership:**

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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.

Responsible for directing and monitoring the work of student and/or temporary workers.

**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 and air pollution. May involve exposure to chemical substances, hazards and moving parts. Overtime/Call-ins may be mandatory based on University need.

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