

NEW CASTLE COUNTY GOVERNMENT

Number 0823

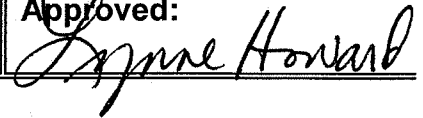
Page 1 of 2

CLASS SPECIFICATION

Date 08/24/10

Title: HEATING, VENTILATION & AIR CONDITIONING (HVAC)
JOURNEYPERSON

Approved:



GENERAL STATEMENT OF DUTIES: Works as a skilled HVAC journeyman in the installation, troubleshooting and maintenance of HVAC systems and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs skilled work involving responsibility for the performance of HVAC installation, maintenance and repairs, and monitors energy management systems. General assignments are received from supervisors, but this employee is expected to plan details of each job and carry it to completion without immediate supervision. Supervision may be exercised over the work of other employees and outside contractors.

EXAMPLES OF WORK: (Illustrative only)

- Performs HVAC troubleshooting, repairs, installation and maintenance related to cooling towers, boilers, heat exchangers, pumps and various equipment;
- Performs complex troubleshooting and repairs to HVAC equipment and controls;
- Performs building control system maintenance and repair tasks to ensure the energy management system is properly maintained and operating correctly;
- Responds to emergency calls to diagnose, troubleshoot and repair HVAC equipment;
- Performs proper corrective action and repair to HVAC systems;
- Assists in the establishment and the performance of preventative maintenance of existing HVAC and job start-up, inspection, final adjustments and calibration and troubleshooting for new projects, technical support programs and service agreement contracts;
- Uses analytical troubleshooting skills to recognize HVAC/refrigeration equipment problems, identify true cause, and recommend/implement solutions that prevent problem reoccurrence;
- Cross trains with other journeymen in their areas of expertise as applicable and assists others when needed. Such areas would include electrical, controls, plumbing/pipefitting and mechanical duties;
- Stays current with new technologies and standards in the HVAC trade;
- Conducts daily/weekly/ monthly/quarterly/ semi-annual and annual HVAC preventive maintenance using CMMS;

NEW CASTLE COUNTY GOVERNMENT

Number 0823

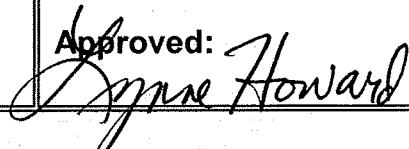
Page 2 of 2

CLASS SPECIFICATION

Date 08/24/10

Title: HEATING, VENTILATION & AIR CONDITIONING (HVAC)
JOURNEYPELSON

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided the highest level of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Strong working knowledge of HVAC code and standard practices, tools and terminology of the HVAC trade; ability to read and interpret blueprints, specifications, and schematics; ability to make repairs to HVAC wiring and motor controls; thorough knowledge of electrical safety practices; ability to perform manual work.

MINIMUM QUALIFICATIONS: At least five (5) years experience as a commercial journeyperson HVAC after successful completion of a State Registered Apprenticeship Program and possession of a trade school or high school diploma or GED.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware class D driver's license or its equivalent. Must be certified in all state and federal requirements for air conditioning and refrigeration and must possess and maintain a universal CFC recovery license. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 08/24/10