AUBURN
Human Resources

Tech I, HVACR

Job Description

JOB INFORMATION

Job Code	ND18
Job Description Title	Tech I, HVACR
Pay Grade	ST11
Range Minimum	$40,690
33rd %	$47,470
Range Midpoint	$50,860
67th %	$54,250
Range Maximum	$61,030
Exemption Status	Non-Exempt
Approved Date:	3/27/2024 5:17:39 PM

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	HVAC

JOB SUMMARY

Under close supervision, performs routine repairs and preventive maintenance to a variety of building heating, ventilating, air conditioning, and refrigeration (HVACR) equipment.

RESPONSIBILITIES

- Performs routine repairs and preventive maintenance to a variety of building heating, ventilating, air conditioning, and refrigeration (HVACR) equipment including air handling units, chillers, heat pumps, exhaust fans, fan coil units, variable air volume boxes, motors, pumps, air distribution machinery, pneumatic and digital controls, hot and chilled water distribution and variable volume systems. Performs seasonal transitions of systems to and from heating and cooling.
- Performs basic repairs of HVACR systems and equipment including air handling units, chillers, heat pumps, exhaust fans, fan coils units, variable air volume boxes, motors, pumps, air distribution machinery, pneumatic and digital controls, hot and chilled water distribution and variable volume systems.
- Assists in major component replacement and systems repairs under the supervision of higher level technicians. Assists in executing HVACR system repair projects, such as the replacement of air handling units, chillers, or boilers as well as emergency repair efforts to repair such units.
- May be required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School diploma required.	and	2 years of	Experience as an HVACR technician. Internal candidates may be required to provide training and certification requirements as outlined by the Auburn University Facilities Management Policy for some positions.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of HVAC and refrigeration theories, principles, and systems operations.	
Knowledge of understanding of all major HVACR system components; what they do, how they work, and how to install or replace them.	
Knowledge of preventative maintenance practices for HVACR systems.	
Basic knowledge of electrical systems, single phase and three phase electrical systems including wire sizing.	
Basic knowledge of generator operation and repair, workplace safety, and safe work procedures.	
An understanding of industrial safety procedures and practices pertaining to working around operation equipment.	
Ability to perform preventative maintenance on HVACR equipment, such as changing filters and belts, cleaning units, working on thermostats, valves, ductwork, gauges, diffusers, etc.	
Ability to troubleshoot and repair HVACR systems including proper recovery/reclaiming or refrigerant, finding and correcting superheat or sub cooling, sweat cooper, soldering/brazing, insulating refrigerant lines, performing leak test, flush lines.	
Ability to assist in the installation, repair, and/or replacement of common HVACR system components such as AHUs, VAVs, DX Units, Hydronic systems, chillers, boilers, variable frequency drives, and heat exchangers.	
Ability to wire circuits/components.	
Ability to read blueprints and electrical and mechanical system drawings.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	"Any State"	Upon Hire	Required	
	Universal Refrigerant Card	within 90 Days		

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		50-100 lbs
Climbing				X		
Stooping/ Kneeling/ Crouching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold					X
Extreme heat					X
Humidity					X
Wet					X
Noise					X
Hazards					X
Temperature Change					X
Atmospheric Conditions					X
Vibration					X

Vision Requirements:

Ability to see information in print and/or electronically.