AUBURN
Human Resources

Tech III, HVACR

Job Description

JOB INFORMATION

Job Code	ND20
Job Description Title	Tech III, HVACR
Pay Grade	ST14
Range Minimum	$50,890
33rd %	$61,070
Range Midpoint	$66,150
67th %	$71,240
Range Maximum	$81,420
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/8/2020

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	HVAC

JOB SUMMARY

Under limited supervision, responsible for performing complex installations, replacements, or repairs to refrigeration, air conditioning, and ventilating equipment and systems. Troubleshoots and executes major or complex repairs. Leads projects to execute complex installation and replacement projects of HVACR systems in campus buildings.

RESPONSIBILITIES

- Serves as the University's technical experts on HVACR system operations, repairs, and maintenance. Plans, schedules, and oversees major HVACR system repair projects, such as the replacement of air handling units, chillers, or boilers and leads emergency repair efforts.
- Oversees the repair efforts of less experienced HVACR Technicians executing complex repairs and maintenance on heating, ventilating, air conditioning, and refrigeration (HVACR) systems including air distribution machinery, pneumatic and digital controls, hot and chilled water distribution, and variable volume systems.
- Inspects HVACR systems and their components (e.g. air handling units, chillers, heat exchanges, heating units, building exhaust fans, ventilation equipment, etc.) for the purpose of evaluating operating status and material condition, identifying necessary repairs and recommending a proper course of action.
- Installs, maintains, performs diagnostic analysis, and adjusts advanced DDC (Direct Digital Controls), pneumatic, electric and other electronic control systems for a wide array of HVACR equipment to maintain desired space temperatures and humidity levels.
- Coordinates and plans assigned work orders using the Facilities Management AIM work order system to prioritize and schedule work to best meet the need of Auburn University and its customers. Identifies options, develops solutions, and takes action when responding to customer requests.
- 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	
Some college; vocational or Associate's Degree	Heating, Ventilating and Air Conditioning Systems, Refrigeration, Building Control Systems or related fields of study.	and	8 years of	Experience as an HVACR technician. Must include at least 3 years at the preceding level. Internal candidates may be required to provide training and certification requirements as outlined by the Auburn University Facilities Management Policy for some positions.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge regarding the installation, maintenance, repair and proper operation of a wide array of complex HVACR systems.	
Advanced knowledge regarding a wide array of complex HVACR systems components such as AHUs, VAVs, DX Units, Hydronic systems, chillers, boilers, variable frequency drives, and heat exchangers.	
Advanced knowledge regarding troubleshooting, assessment, and diagnostic techniques for complex HVAC and refrigeration system problems.	
Advanced knowledge regarding project management and the planning, directing, scheduling, and managing of HVACR system repair projects; HVACR control systems and the ability to install repair, and replace control components; digital controls and the ability to install, repair, and replace digital control components; pneumatic controls and the ability to install, repair, and replace pneumatic control components.	
Advanced knowledge in the use of air and water flow measurement equipment and the ability to accurately use such equipment; building air and water "test and balance" procedures and practices and the ability to test and balance a building system.	
Knowledge to use building automatic systems (such as Johnson Controls Metasys system) to find and troubleshoot issues.	
Knowledge of fire alarm systems and how they interact with HVACR system operation and controls.	
Leadership and supervisory skills, along with the ability to communicate tasks and direction to subordinates in a clear and concise manner.	
Ability to install, repair, and/or replace a wide array of HVACR system components such as AHUs, VAVs, DX Units, Hydronic systems, chillers, boilers, variable frequency drives, and heat exchangers.	
Ability to troubleshoot, assess, and diagnose routine HVAC and refrigeration systems problems.	
Ability to assist in planning and executing HVACR system repair projects.	
Ability to install, repair, and replace HVACR control components, digital control components, pneumatic control components as well as adjust and modify the sequence of control operations to ensure proper system performance.	
Ability to accurately use of air and water flow measurement equipment.	
Ability to test and balance a building system.	
Ability to use building automatic systems (such as Johnson Controls Metasys system) to find and trouble shoot issues.	

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	And
	Universal Refrigerant Card	Upon Hire	Required	And
	North American Technician Excellence (NATE) HVAC Support Technician Certification or approved equivalent per Auburn University Facilities Management Policy: "Training, Education & Certification Requirements for Mechanical and Electrical Trades Personnel".	Upon Hire	Required	

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		
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.