

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE:** HEATING, VENTILATION, AND AIR  
CONDITIONING (HVAC) TECHNICIAN  
**DEPARTMENT:** GENERAL SERVICES  
**REPORTS TO:** PUBLIC PROPERTIES

**DATE:** 07/19

**JOB SUMMARY:**

Repairs and maintains HVAC systems within City buildings, including large cast iron steel boilers, gas/oil burners, and air and water cooled chillers. Troubleshoots and diagnoses equipment during malfunctions and replaces/repairs parts as necessary. Monitors, repairs and installs electrical and electronic controls to ensure proper operation. Repairs all air conditioning, heating, ventilation, refrigeration, boilers and periphery systems within municipal buildings and public utility areas; performs directly related work as required.

**ESSENTIAL JOB FUNCTIONS:**

Installing, maintaining and repairing heating, ventilation and air conditioning systems and equipment.

Identifying maintenance risks on equipment.

Diagnosing electrical and mechanical faults for HVAC systems.

Serves as lead worker in planning, assigning and assisting the work activities of city crews as they relate to the construction and maintenance of HVAC systems.

Cleaning, adjusting, and repairing systems and preventative maintenance services.

Performing emergency repairs promptly and efficiently.

Providing technical direction and on-the-job training to peers and subordinates.

Keeping logs and records of all maintenance functions.

Assists in the preparation of the ice rink for use by general public.

Assisting with customers' queries.

Operates motor vehicle for transportation to work site; checks vehicles before use and performs minor maintenance as required.

Assists with plowing and removing snow from roadways and walkways during winter season.

Ability to work after hours, over weekends and on public holidays with short or no notice.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and, 3 to 5 years of experience in HVAC maintenance, installation and repair; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Licenses and Certifications:**

Valid New Hampshire Driver's License.

Will be required to possess valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement within six months of hire

State of NH Gas Fitters license

Certification as an EPA Universal Refrigerant Technician

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Thorough knowledge of the various types of materials, systems, equipment, tools, methods and techniques used in the installation and maintenance of heating, ventilating, and air-conditioning systems.

Understanding of advanced principles of air conditioning, refrigeration and heating including a working knowledge of boiler systems, air balancing, and water treatment systems in line with HVAC protocols.

Basic knowledge of computer operation for use on automated HVAC systems.

Knowledge of local building, fire codes, ASHRAE (American Society of Heating, Refrigerating, and Air Conditioning Engineers) standards and OSHA regulations.

Understand the different types of air distribution systems.

**Skill in:**

Ability to design, predict requirements, prepare cost estimates and bills of materials for routine repair projects and maintenance requirements.

Ability to read and interpret detailed plans, ladder logic, control diagrams, drawings and specifications.

Ability to coordinate and work with all other building trades and private contractors.

Ability to supervise small work crews and instruct them in the proper handling and efficient use of tools and materials.

Ability to maintain accurate and detailed records and prepare routine and special reports.

Professional level of skill in the operation and use of measurement devices, equipment and tools. Welding, brazing and soldering skills are highly desired.

General construction and/or maintenance methods and practices.

**Mental and Physical Abilities to:**

Give directions and obtain compliance from subordinates.

Take and follow directions from supervisor.

Perform strenuous and routine work.

Deal courteously and diplomatically with the general public.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Deal with problems involving few concrete variables in standardized and non-standardized situations.

Perform duties while standing walking, bending, crouching, or stooping.

Frequently lift light and occasionally heavy objects.

Climb ladders.

Work in confined spaces.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

**Working Conditions:**

Work is performed in an office, warehouse, and outdoors, where the employee may be exposed to cold, hot, or inclement weather.

Work may expose the employee to dust, dirt, grease, machinery with moving parts, infectious diseases, and irritating chemicals.

Work is performed in a very noisy place.

The work requires the use of protective devices such as masks, goggles, hard hats, safety vests, safety boots or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.