

Redstone Presbyterian SeniorCare Job Description

Job Title:	HVAC Service Technician
Department:	Maintenance
Reports To:	Facility Support Manager
FLSA Status:	Non-Exempt
Prepared By:	Frank King
Prepared Date:	07-24-07; 12-12-07; 12-28-07; 01-02-08; 03-15-11; 12-12-14; 08-12-16; 09-15-20
Approved By:	Jerry May
Reviewed & Approved Date:	September 2020

Summary

Performs preventative maintenance and repairs on heating, air conditioning and refrigeration systems. Works in conjunction with other department members or departments' staff, or outside vendors to resolve HVAC and refrigeration needs.

Essential Duties and Responsibilities

Teamwork with the following and all other duties and responsibilities assigned.

1. Makes repairs to heating, air conditioning, refrigeration units and systems.
2. Using independent judgment, makes recommendations regarding repair or replacement of HVAC and refrigeration equipment.
3. Installs new systems when directed by supervisor.
4. Orders repair parts, specialty tools or equipment as authorized by supervisor.
5. Engages in or directs contracted workers engaged in the repair of HVAC and refrigeration repairs.
6. Engages in or directs workers engaged in preventive maintenance of HVAC and refrigeration systems.
7. Inspects completed work of outside contracted workers for conformance to blueprints, specifications, and standards. Reports findings to supervisor.
8. Adheres to company, industry and regulatory policies and statutes regarding safety.
9. Analyzes and resolves work problems, or assists others in solving work problems.
10. Operates snow removal equipment to maintain parking lots and sidewalks.

Other Responsibilities

1. Requisitions tools, equipment, and supplies.
2. Establishes or adjusts work procedures and schedules to meet customer needs.
3. Suggests changes in working conditions and use of equipment to increase efficiency of work.
4. Maintains time and production records.
5. Maintains a log of repairs and expenses for each unit of equipment.
6. Attends In-Service training sessions. Attends other meetings and training sessions as required or appropriate for position.
7. Confers with other supervisors to coordinate activities needed at each campus and department.
8. Reviews invoices with supervisor.
9. Assists with other maintenance department duties including painting, carpentry etc. as needed, or directed, by supervisor or designee

10. Drives to pick up materials or supplies when needed for a project or function.
11. Other duties as assigned or required.

Supervisory Responsibilities

The position does not directly supervise other staff members but does oversee the work of outside contracted services and is expected to train/teach less knowledgeable techs.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree (A. A.) in RHVAC or equivalent from two-year college or technical school. 5 year experience is preferred but education and experience combination will be considered. Ability to troubleshoot and repair basic heating and air conditioning systems independently upon hire will be expected.

Language Skills

Ability to communicate instructions of work to be done. Ability to read and interpret safety rules, operating and maintenance instructions, and technical procedure manuals when necessary for unusual repairs. Ability to effectively present information to Redstone management on the status of projects. Ability to respond to questions from supervisor, employees, Redstone managers, residents, and outside business contacts.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations when factoring or measuring equipment needs, load capacity, etc. Ability to read numbers and interpret different types of meter readings. Ability to apply concepts such as percentages, ratios, and proportions when mixing various solutions or materials. Ability to calculate figures and amounts, such as area, circumference, and volume to be able to order materials and equipment.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions as applied to the maintenance of Redstone's HVAC equipment. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form when dealing with electrical, heating, and air conditioning systems.

Computer Skills

Uses the maintenance software program to produce preventive maintenance schedules, enter instructions for new projects, and to record the current status of work in progress. Uses e-mail to communicate with others internally and externally.

Certificates, Licenses, Registrations

RHVAC (Refrigeration, Heating, Ventilation, Air Conditioning) associates degree and refrigerant handling license. There are elective updates on proper handling procedures available but not required. Must possess a valid Pennsylvania State driver's license in good standing, free of traffic violations as per policy.

Other Skills and Abilities

Skills specific to communicating with geriatric residents are needed. Delegation and follow-through are essential for completing projects.

Mental Abilities

- * The ability to get along with others and engage them in projects
- * The ability to concentrate for extended periods of time
- * The ability to remember projects and complete them
- * The ability to shift focus from one task to another
- * The ability to prioritize tasks effectively
- * The ability to prioritize work orders with customer service and safety always taking priority

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk throughout the campus and grounds; use hands to finger, handle, or feel when repairing equipment and using the telephone or computer; reach with hands and arms for binders, supplies, or tools and in the course of repairing equipment or doing outside work; climb or balance on ladders and to climb stairs to reach residents apartments; stoop, kneel, crouch, or crawl when conducting repairs or assessing the need for repairs and to place items in or get items from low drawers or shelves; talk in order to give information to supervisor, other Redstone staff, and residents; and hear to receive information and instructions from supervisor, other Redstone staff, and residents and to check for dial tones when installing or moving phone lines. The employee is occasionally required to stand to converse with various individuals or to repair a piece of equipment; sit at a desk to do input and print from the Preventive Maintenance software program; and smell for unusual odors throughout the campus that would include natural gas in case of a leak. The employee must regularly lift and /or move up to 50 pounds, which is generally tools and equipment for making repairs (i.e., ladders, buckets of paint or materials, sacks of cement, etc.). The employee must occasionally lift and/or move up to 100 pounds when pushing carts loaded with materials or tools, moving furniture or assisting residents in/out of the van. For lifts of more than 50 pounds, employee must seek assistance. Specific vision abilities required by this job include: close vision, distance vision, depth perception, peripheral vision, and ability to adjust focus when driving; close vision, ability to adjust focus, depth perception and peripheral vision abilities are used when operating power tools; close vision and ability to adjust focus for reading meters and thermostats, repairing small or electronic parts, switching from reading a computer screen or printed document to viewing the office area, and having to alternate from seeing at a distance to items close at hand; and color vision to see variations in paint or other decor, wiring, and landscaping.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to high, precarious places while climbing ladders or needing to be on the roof; and risk of electrical shock when repairing equipment, installing equipment, using power tools, and installing or moving equipment. The employee is occasionally exposed to wet and/or humid conditions, extreme cold or heat, and other outside weather conditions when having to be outdoors moving mechanical parts when repairing equipment and HVAC systems; fumes or airborne particles from repair materials or cleaning supplies, paints, exhaust from machinery and from other cars when driving, and debris from a repair process (i.e., saw dust when sanding); extreme heat or cold when in some of the equipment rooms or kitchen freezers or resident's apartments for HVAC repairs; and vibration from machinery and power tools. The employee may be exposed to airborne viruses, bacteria, or other bodily pathogens carried by residents. The noise level in the work environment ranges from very quiet in residents' apartments to very loud in the equipment rooms and in traffic.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is Redstone Presbyterian SeniorCare's policy to base hiring decisions solely on the individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation. I have read the HVAC Service Technician job description. By my signature I confirm that I fully understand and certify that I am able to perform the duties listed.

Printed Name: _____ Date: _____

Signature: _____