



**CLASSIFICATION SERIES:**

HVAC Technician Occupation

**BARGAINING UNIT:**

ACE

**HVAC/R Technician 1**

**SERIES PURPOSE:** The purpose of the HVAC/R Technician occupation is to ensure the proper regulation and maintenance of HVAC/R systems across various properties as well as maintain energy efficiency and environmental standards by ensuring that HVAC/R systems are properly maintained and operated.

**CLASS CONCEPT:** The class works under immediate supervision and requires basic knowledge of Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) technology and its processes and blueprint reading in order to assist with installing, maintaining, and repairing heating, ventilation, air conditioning, and refrigeration systems. Performs general preventative maintenance on equipment.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Assists with installation, preventative maintenance, troubleshooting and repair of various air-conditioning equipment including but not limited to residential split AC and heat pumps, refrigeration compressors, mini-splits, packaged terminal air conditioners (PTAC), air-cooled chillers, water-cooled chillers, cooling towers, chilled water pumps, walk-in and reach-in coolers and freezers, packaged rooftop air-handlers, and compressed air-driers. Frequently charges, recovers, and properly disposes of refrigerants.

Assists with the installation, preventative maintenance, troubleshooting and repair of various heating appliances including but not limited to natural gas furnaces, auxiliary steam boilers, auxiliary hydronic boilers, radiant terminal units such as radiators, unit-ventilators, radiant panels, electric resistance heaters, air-curtains, steam-to-hot water heat exchangers, steam traps, condensate return packages, steam regulators, and associated accessories.

Assists with installation, preventative maintenance, troubleshooting and repair of campus ventilation systems and equipment including but not limited to air handling equipment, blowers, exhaust fans, dampers, VAV boxes and interconnecting duct work, diffusers, registers and grilles.

Assists with installing, modifying, and/or correcting issues with refrigeration, heating, and chilled water piping systems constructed of various materials including but not limited to copper, malleable iron, and PVC.

Shadows and/or assists trade personnel and/or contractors in maintenance repairs and/or performs building maintenance and trade tasks; performs maintenance and repairs on equipment as needed; picks up parts; maintains equipment; operates snow and ice removal and grass cutting equipment; attends required meetings and training.

Effective 04/09/2026

**Other Functions and Responsibilities:** Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**Equipment Operated:** Service truck; hand tools; oxy-acetylene torch; refrigeration tools; diagnostic tools; and related maintenance equipment and tools.

**Work Schedule:** Monday through Friday 7:30 a.m. to 4:00 p.m.

**Unusual Working Conditions:** May work other than first shift; exposed to dirt, high and low temperatures, and dangerous equipment.

**Primary Location:** Youngstown

**Supervision Exercised:** May exercise supervision over student employees.

**Reports to:** Associate Director or HVAC/R Supervisor

**Qualifications and Competencies**

**Required Certifications, Training, and/or Licensures:** EPA Section 608 UNIVERSAL Certification must be obtained within one year of hire date. \*

**Sponsorship and/or Work Authorization Status:** This position is not eligible for sponsorship.

**Knowledge, Skills, and Abilities:**

Knowledge of: air conditioning, refrigeration and heating technology; blueprint reading; local, state, and federal regulations, policies, and procedures.

Skill in: heating, ventilation, air conditioning, and refrigeration maintenance, and repair; hand and power tool operation; minor welding operation\*.

Ability to: recognize unusual or threatening conditions and take appropriate action; interpret a variety of instructions in written, oral, picture, or schedule form.

(\*) Developed after employment.

**Minimum Qualifications:** High School Diploma or GED; and at least one year of certifiable work experience or training in the field of HVAC/R.

**Preferred Qualifications:** Three or more years of verifiable experience in the installation and/or service of commercial HVAC/R systems. Graduation from an accredited trade school/training program; EPA Section 608 Type I and Type II certified.

**Physical Requirements:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

**Very Heavy:** work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

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