



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

HVAC Technician Occupation

**BARGAINING UNIT:**

Excluded

**HVAC/R Technician Supervisor**

**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 direction and requires expert knowledge of Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) technology and systems in order to supervise assigned employees engaged in HVAC/R operations such as install, maintain, and repair heating, ventilation, air conditioning, refrigeration system, and troubleshoots complex HVAC systems. Coordinates with contractors and vendors. Assigns tasks, prioritizes, coordinates and inspects work of HVAC/R staff. Assists leadership with evaluation of HVAC/R systems campus wide during project development.

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

Supervises employees and students; evaluates staffing needs; assigns and reviews work; establishes timeframes for the completion of tasks; trains and orients new employees; approves and/or disapproves requests for leaves; interviews candidates for employment and recommends for hire; evaluates work performance; receives and responds to grievances; provides assistance with the development of unit work procedures and policies; recommends and provides staff development opportunities.

Directs other HVAC/R technicians and schedules all preventative maintenance on all university HVAC/R equipment. Advises leadership on imminent failures on campus equipment and assists in the planning for replacement/repair of these systems. Monitors contractors. Keeps inventory of spare refrigerants and parts. Maintains shop tools and equipment. Attends project meetings and advises the Associate Director of Facilities and other design team members on repair/replace priority.

Operates the campus Building Automation System (BAS) to troubleshoot and verify operation of campus HVAC/R equipment. Conducts installation, maintenance, calibration, and repair of campus pneumatic controls systems including but not limited to air-compressors, pneumatic thermostats, VAV volume controllers, receiver controllers, electro-pneumatic transducers, and other associated accessories. Performs electrical troubleshooting and repair of unitary controls on all responsible equipment.

Performs 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

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compressed air-driers. Frequently, charges, recovers, and properly disposes of refrigerants.

Performs 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.

Performs 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.

Frequently installs, modifies, or corrects issues with refrigeration, heating, and chilled water piping systems constructed of various materials including but not limited to copper, malleable iron, and PVC.

Assists trade personnel and/or contractors in maintenance repairs and/or performs building maintenance and trade tasks; troubleshoots and maintains all equipment; performs maintenance and repairs on equipment as needed; orders and/or picks up parts; obtains price quotes and/or bids; maintains required reports and records; maintains equipment; operates snow and ice removal and grass cutting equipment; attends required meetings and training.

**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. May be required to work other shifts to perform disruptive work. May be required to answer phone calls on nights and weekends.

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

**Primary Location:** Youngstown

**Supervision Exercised:** Supervision is exercised over staff and student employees.

**Reports to:** Associate Director

#### **Qualifications and Competencies**

**Required Certifications, Training, and/or Licensures:** EPA Section 608 UNIVERSAL Certification

**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.

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Skill in: heating, ventilation, air conditioning, and refrigeration maintenance, repair, and installation; 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; EPA Section 608 UNIVERSAL Certification; at least eight years of verifiable experience in the installation or service of commercial HVAC/R systems; and at least four years of verifiable experience leading other tradespeople.

**Preferred Qualifications:** Eight years of supervisory experience over other tradespeople. Ten or more years of verifiable experience in the installation and/or service of commercial HVAC/R systems. Verifiable experience in the maintenance, repair, and/or operation of large tonnage chillers. (>1000 tons). Verifiable experience in the maintenance, repair, and/or operation of steam boilers and distribution systems.

**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.