

Job Description



An Equal Opportunity Employer

Job Title:	HVAC Maintenance Technician
Division:	Facilities
FLSA Classification:	Non-Exempt
Reports to:	Facilities Manager
Revision Date:	August 2018
Primary Purpose: Executes museum-wide maintenance, repair and minor construction program for facility equipment and components, to include but not limited to: HVAC building automation, HVAC equipment, refrigeration equipment, kitchen equipment, plumbing, electrical, and other equipment/components associated with the environmental systems and physical plant of the Museum's facilities.	
Essential Functions:	<ul style="list-style-type: none">• Repairs, inspects, overhauls and performs scheduled maintenance of heating, ventilating and air conditioning systems, refrigeration and food service equipment.• Uses direct digital control (DDC) systems to monitor climate conditions in museum collection areas to ensure that environmental systems are functioning properly.• Installs, replaces, adjusts, and calibrates major components of the HVAC systems such as compressors, condensers, expansion valves, service valves, thermostats, coils, steam generators, and drive assemblies.• Checks, repairs and and/or replaces valves, motors, controls, switches, gauges, wiring, fans, pumps, compressors, condensers, cores, pipes and other functional components of the system.• Initiates/makes repairs and/or adjustments to correct problems found during preventive maintenance inspections and through work requests.• Inspects buildings, grounds, and equipment for unsafe or malfunctioning conditions. Makes recommendations to the Facilities Manager regarding improvements, replacement and upgrades.• Coordinates maintenance efforts with outside contractors and technicians as directed by the Facilities Manager. Supervises outside contractors contracted by the Museum to perform preventive maintenance, repair, or installation of new equipment.• Performs work on special projects as necessary to support the Museums' mission. Orders parts and supplies as required, maintaining stock and inventory control.• Maintains accurate records/documentation on building systems equipment, environmental controls, and other physical plant operations. Updates facility plans and as-built drawings as required to maintain accuracy of the physical plant.• Complies with safety and environmental procedures and all applicable codes and regulations of governmental agencies.• Participates in the Facilities on-call rotation. Responds quickly to emergency situations.• Performs other duties and assignments as required.

Knowledge, Skills and Abilities:	<ul style="list-style-type: none"> • Ability to read control drawings, wiring diagrams, blue prints, and psychometric charts. • Strong understanding of micro processing controls and building management systems. • Ability to use computers or other electronic tools for trouble shooting and servicing HVAC systems, including air balancing and refrigeration equipment. • Familiarity with electronic work order and maintenance software. • Strong knowledge of refrigeration tools and equipment, including but not limited to refrigeration gauges, vacuum pumps, torches, leak detector equipment, and velocity and cfm meters. • Demonstrated proficiency in troubleshooting HVAC controls and motor starters. Proficient understanding of the relationship of temperature, dew point, and relative humidity. • Demonstrated understanding of VAV, constant volume air systems, and VFD controls.
Required Education/Experience:	<ul style="list-style-type: none"> • High School/GED. • College or trade related courses preferred • 5+ years' related experience servicing HVAC equipment repair and direct digital control building automation systems. • VA driver's license.
Working Conditions:	<p>Frequent work inside and outside, working in inclement weather conditions, including but not limited to heat, cold, precipitation, and humidity. May work in small, low height locations. May be exposed to noise, fumes or airborne particles, and vibration. Must be willing and able to wear Personal Protective Equipment as required by established Safety standards.</p> <p>Designated as essential personnel. In the case of an emergency, will be required to report to work, including in inclement weather.</p>
Physical Requirements:	<p>Regularly requires intermittent sitting, standing, walking, climbing, squatting, crawling, and kneeling. Requires constant use of hands and fingers to feel, handle or operate objects, tools, or controls, and reach with hands and arms. Must occasionally lift, push, pull and/or move up to 100 pounds or more with assistance, 50- 75 without assistance. Specific vision required by this job includes close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.</p>