

Certified HVAC Maintenance Technician

GENERAL STATEMENT OF THE POSITION:

The Certified HVAC Maintenance Technician is responsible for site specific service delivery related to the maintenance and/or retrofit of heating and air conditioning systems that malfunctions during operation. Perform diagnostic assessment of heating and refrigeration components. This position must have a thorough understanding of refrigeration recovery, evacuation and charging. The HVAC Maintenance Technician must be able to identify specific material/components needs and install equipment(s). Must be certified to install HVAC systems and/or oversee the installation of same by a WHA approved contractor. This position will be responsible for the maintenance of HVAC units at all WHA communities, and therefore must be able to adapt to the various systems. Must be able to communicate effectively with the Property Manager and the Assistant Property Manager – Maintenance when working at the various communities. All activities/assignments related to this position are coordinated by the Maintenance Coordinator, however the position reports directly to Vice President/Chief Operations Officer.

DUTIES AND RESPONSIBILITIES:

1. Diagnose and perform routine maintenance/repair in a timely and professional manner.
2. Complete HVAC repairs on various systems makes and models throughout WHA communities to include Geo-thermal, Boiler and Mini Split Systems.
3. Diagnose and/or repair refrigerators.
4. Read and understand systems mechanical drawings.
5. Work with refrigeration recovery, evacuation and charging.
6. Prepare and submit a complete written diagnostic assessment on the unit condition to the Assistant Property Manager – Maintenance prior to completing work with a recommendation to effectively determine the most cost-effective measure to address the issue, i.e. repair or replace.
7. All assigned service requests, (where applicable) are completed timely. Accurately document work performed on service request, including parts and provide to Assistant Property Manager – Maintenance for Purchase Order processing and Work Order close out.
8. Working with the Assistant Property Manager – Maintenance at the various sites, performs and schedule quarterly preventative maintenance services on all HVAC equipment Authority wide.
9. Work with the Maintenance Coordinator to ensure that commonly used parts and routine material needed to retrofit systems are maintained in inventory based on historical needs and common unit(s) malfunctions.
10. Utilize industry tools and measuring devices in diagnosing unit performance and interpret data generated from these devices to ensure an accurate assessment of the unit condition and repair needs
11. Perform, and report on, all work according to the safety standards of the company, OSHA and health codes. Perform work area clean-up on a weekly basis. Follows all applicable laws and building codes.
12. Responds to emergency situations during and/or after hours in accordance with WHA's emergency guidelines.
13. Follows all applicable laws and building codes
14. Maintain a daily activity log noting time and location of specific work site where work was performed.

SKILLS, KNOWLEDGE & ABILITIES:

1. Licensed as a HVAC Maintenance Technician with at least three to five years related experience.
2. Understand basic refrigeration cycles to include: identifying components refrigeration circuit, understanding how each component works, diagnosing problem in the refrigeration circuit, using manifold gages set, pressure/temperature chart and temperature measuring devices for routine maintenance and to troubleshoot. Understand refrigeration recovery, evacuation and charging.
3. Understand the basic heating cycles to include: identifying components in the heating system, understanding how each component works, diagnosing problems in the heating system using a gas pressure test and other devices for routine maintenance and to troubleshoot. Understand the theory of combustion and how it relates to combustible fuels such as gas and oil.
4. Ability to perform single, technical task with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job includes: operation equipment used in the installation, repair and maintenance on HVAC equipment; planning and managing the projects, preparing and maintaining accurate records; handling hazardous materials.
5. Ability to perform the following functions: indoor air monitoring equipment and interpret resulting data; standards for design and construction; air conditions and heating codes; hazards and safety precautions; and refrigerant handling and disposal.
6. Ability to work under limited supervision using standard practices and/or methods; providing information and/or advising others.

OTHER REQUIREMENTS:

Successful completion of continuing education within the Certification of the HVAC Trade.

Hours of Work: 8:00a.m. to 4:30p.m., Monday through Friday. Must be on emergency “on call” 24 hours per day as defined by WHA’s “After Hour Emergency Policy”.

Transportation:

Must have a valid North Carolina Driver’s License and able to maintain Automobile insurance.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.