

SHAWNEE COUNTY, KANSAS
Position Description
Park Maintenance HVAC Technician

POSITION CONTROL NUMBER: PR1052A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision this position performs inspections, maintenance and repair tasks to heating and cooling systems throughout the system. The HVAC Technician will be responsible for developing and implementing a periodic routine maintenance schedule for all heating and cooling systems in the system. The HVAC Technician will be responsible for record keeping in Cartegraph relative to specifics of existing systems, new systems and any work performed on existing systems. This position will troubleshoot repairs and work with contracted vendors coordinating more extensive repairs. Day-to-day and seasonal tasks may differ. Perform other duties as assigned. This position is supervised by and reports directly to the Parks Supervisor.

WORK PERFORMED

- 35% HVAC Skills.** Perform inspections, maintenance and repair tasks to heating and cooling systems throughout the system. The HVAC Technician will be responsible for developing and implementing a periodic routine maintenance schedule for all heating and cooling systems in the system.
- 35% Craft Skills.** Perform small scale construction projects of a semi-skilled nature and assist in facilities maintenance projects that necessitate a working knowledge of trades and systems consistent with parks and recreation facilities. Evaluate and prioritize construction projects and facilities maintenance projects that are assigned. Maintains records including time and materials used in project completion to allow for accurate tracking in Cartegraph inventory tracking system
- 20% Maintenance.** Routine day to day maintenance of systems, performance of preventive maintenance and ongoing review of existing assets to determine future repair and maintenance needs.

Note: Emergency repairs may be required at anytime and or any day of the week.

- 10% Communication.** Instructs seasonal staff if assistance is required on proper completion of tasks. Inspects and reviews work to ensure projects are complete. Inventory of systems preventative needs to ensure that inventory items are ordered and restocked at all times with approval from Park Maintenance Supervisor. Create, maintain and update log of systems and schedules for preventative maintenance tasks to keep systems in good operating order. Checks work procedures and products. Comply with all safety procedures for proper installation, utility locates, excavation requirements.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General heating and cooling systems.

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- General construction methods and procedures.
- The materials, methods and practices used in diagnosis, preventative maintenance and maintenance operations.
- Safety hazards and precautions.

Ability to:

- Read, interpret and apply information in technical repair manuals.
- Understand and carry out oral and written instructions.
- Use and properly maintain the tools and equipment of the trade.
- Read and interpret blueprints and specifications.
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Heating and cooling systems.
- The use of maintenance equipment such as backhoe, trenchers and other common equipment used in small scale construction projects.
- Working knowledge of the basic building trades and their application in a parks and recreation system setting.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting	X				Driving	X			
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting			X		Around Moving Machinery			X	
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting			X		Twisting			X		Cramped Body Position	X			
Pushing/Pulling			X		Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)			X	
Throwing		X			LEGS/FEET					Electrical Hazards			X	
EYES					Walking				X	Slippery Surfaces			X	
Near Vision				X	Standing				X	Work Above Ground	X			
Far Vision			X		Sitting	X				Work Below Ground			X	
Color Vision				X	Carrying			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting			X						X

EQUIPMENT USED

- Skid Loader
- Track Loader
- Hydraulic Lift
- Jack Hammers
- Hand Tools
- Compressors
- Boom Truck

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Backhoe
Torch
Tractors and Implements
Hand tools, shovels rakes.

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Three (3) years experience in heating and cooling systems.

Must be eighteen (18) years of age.

Valid Kansas Driver's License and able to operate a County-owned vehicle (HR-2005-7).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical, drug screen and a review of driving record.

Required to lift fifty (50) pounds.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 1/2017