

WRIGHT STATE UNIVERSITY
Bargaining Unit Job Specification
Facilities Maintenance Worker II - HVAC

I. JOB INFORMATION

Job Title: Facilities Maintenance Worker II – HVAC (MWK2H)

Job Class: 75067

FLSA Status: Non-Exempt

Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, the primary focus of the job involves HVAC (heating, ventilation, and air conditioning) duties, including maintenance, repair, and troubleshooting of HVAC systems in University-owned or leased buildings and facilities. This position utilizes the building automation system to troubleshoot and maintain HVAC systems for optimal energy efficiency. Individuals in this classification may also lead and direct teams on projects. Additionally, the role encompasses tasks related to day-to-day inspections, preventative maintenance, and general upkeep of these buildings and facilities.

III. PRIMARY DUTIES AND RESPONSIBILITIES

HVAC

- **Installs, maintains and operates components and equipment such as compressors, condensers, centrifugal refrigeration machines, heat pumps, evaporators, fans, pumps, tubing, valves, ducts, mechanical, pneumatic, air handlers, cooling towers, electronic and electrical controls of environmental heating and cooling systems. Troubleshoots and assesses mechanical problems/deficiencies to determine and complete necessary repairs and/or replacements to maximize system efficiencies. Reviews scope of mechanical repairs and modifications needed after testing and troubleshooting refrigeration, air conditioning, heating, ventilation and related control systems and equipment, then completes the repairs**
- **Performs preventive maintenance on system components for detection of scale and corrosion. Disassembles, cleans and reassembles moisture, oil and sedimentation traps, filters and strainer assemblies. Removes and replaces cartridge and filter elements.**
- **Performs periodic inspections of installed equipment, accessories and components to assure safety and proper assembly of installed equipment and serviceable conditions. Initiates corrective action when discrepancies are discovered and complies with technical procedures and codes.**
- **Checks, adjusts and maintains heating coils in air handling systems including auxiliary equipment in the piping systems connected to these coils.**

Generalist

- **Daily inspections, installations, general and preventive maintenance (plumbing, electrical, carpentry, HVAC, painting, lock shop). Responds to emergency situations and evaluate and correct defects, utilizing proper protective gear.**
- **Perform diagnostic process to determine problems - make repairs**
- **Documentation (Inventory reconciliation entering materials used on job, and entering time spent on job), completing working orders in tracking system.**
- **Plans, designs and estimates projects. Provides project cost estimates to supervisor and interacts with customers to ensure timely completion of projects with minimal disruption to departmental operations. Responsible for on-the-job planning for completions of projects.**
- **Fabricates, installs, repairs and complete finishing work on interior/exterior components and hardware. Assist in take-offs for equipment and materials.**
- **Operates forklift/aerial lift as necessary.**
- **Train and instructs other maintenance employees in duties associated with the installation, maintenance, and operation of all general building systems. Performs and trains maintenance staff to do preventive maintenance inspections.**
- **Orders and maintains supplies. Determines material costs and purchases materials for job completion.**
- **Coordinates with other workers and trades as needed to complete work within the overall scope of multi-trade projects, and determining the design and construction of particular components.**
- **Ability to establish and maintain effective working relationships.**
- **Activities and decisions are varied in nature, requiring the solving of both common and unusual problems. This position's supervisor or other appropriate position is consulted for clarification of policies only where needed.**
- **Utilizes I-Pad for labor reports, floor plans, electrical/plumbing schematics and access to automated work order reporting systems.**

Note: This is not an inclusive list of duties and responsibilities.

Duties in this classification may also include duties of Facilities Maintenance I

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma/vocational school or equivalent. Five years of full-time experience in building maintenance AND A certificate from an advanced one year technical/vocational air conditioning and heating program, and two years of full-time experience in skilled commercial/industrial heating and air conditioning; OR a high school diploma or equivalent, and three years of full-time experience in skilled commercial/industrial heating and air conditioning is required. Must be familiar with concepts, practices, and procedures; maintenance, electrical, plumbing, carpentry or HVAC. Knowledge of standard practices, materials and tools and knowledge of occupational hazards involved and safety precautions necessary for the building maintenance trade are required. Must be able to calculate basic math, including fractions, decimals and percentages. Must be able to read, write and comprehend common vocabulary. May be required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Includes some heavy lifting, bending, and standing for extended periods of time. Any combination of overtime, shift work, weekend and holiday work may be required. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination will be required before original appointment. An annual physical exam may be required. Maintenance/WSU testing is required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A Core 4 operator license/certification (Forklift Operator – Aerial Lift – Scissor Lift – Boom Lift – Rough Terrain Fork Lift) is required as part of your employment at the University. The University will provide the certification/training. Failure to obtain said license/certification when provided by the University shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.
- OSHA 30-hour certificate/license required within (180) days. Failure to obtain said license/certification when provided by the University shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.
- A Universal Certification in Refrigerant Transition and Recovery is required within one-hundred eighty (180) days of employment in this position. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.