

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

I. JOB INFORMATION

Job Title: Facilities Maintenance III – HVAC (MWK3H)

Job Class: 75088

FLSA Status: Non-Exempt

Bargaining Unit: TM

II. JOB SUMMARY

Under limited supervision, the Facilities Maintenance Worker III - HVAC is responsible for ensuring efficient HVAC system operation, maintenance, and repair in University-owned or leased buildings. This role requires advanced expertise in HVAC systems, including troubleshooting and optimization using sophisticated building automation systems. The Facilities Maintenance Worker III - HVAC also leads teams on complex projects, ensuring compliance with safety protocols and regulatory standards. Responsibilities also include conducting thorough inspections, implementing preventive maintenance strategies, and overseeing the general upkeep of buildings to maintain optimal environmental conditions.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Daily inspections, installations, general and preventive maintenance. Responds to emergency situations and evaluate and correct defects, utilizing proper protective gear.**
- **Utilizes HVAC computerized control systems for troubleshooting and repair work. Makes systems changes as necessary.**
- **Perform diagnostic process to determine problems - make repairs.**
- **Routinely directs and trains other employees in duties associated with the installation, maintenance and operation of heating units, air conditioners, boilers, refrigeration equipment and all related or auxiliary equipment, controls or gauges. May direct the daily work, training and orientation of other HVAC staff.**
- **Installs, maintains and operates components and equipment such as compressors, condensers, centrifugal refrigeration machines, heat pumps, evaporators, fans pumps, tubing, valves, ducts, and mechanical, pneumatic, 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 repairs and modifications needed after testing and troubleshooting refrigeration, air conditioning, heating, ventilation and related control systems and equipment, then completes the repairs.**

- **Documentation (Inventory reconciliation entering materials used on job, and entering time spent on job), completing working orders in tracking system.**
- **Installs mechanical, pneumatic, and electronic devices designed to control space temperature, and assesses if devices are operating properly. Adjusts thermostats, manual and automatic valves and mechanical linkage to maintain maximum system efficiency.**
- **Performs periodic inspections and preventative maintenance of installed equipment, accessories and components to assure safety and efficient operation. Initiates corrective action when discrepancies are discovered and complies with technical procedures.**
- **Required to perform on-the-job planning for completion of projects. Reviews scope of mechanical and electronic projects (including minor construction projects) and estimates part/material needs, other project costs, labor hours, staffing needs, etc.,**
- **Operates forklift/aerial lift as necessary.**
- **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.**
- **An employee in this class is responsible for collaborating with other trades, management, and staff personnel in determining the design and construction of particular components. Work is performed with considerable independence.**
- **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.**
- **Preventive maintenance of boilers and chillers during on and off season of equipment. Annual boiler inspections.**
- **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 & II

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

A high school diploma or equivalent, 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. Excellent working knowledge of safety codes, practices and procedures is required. Must be able to calculate basic math, including fractions, decimals and percentages. Required to read, interpret and work from blueprints, sketches, wiring diagrams, plans, layouts and/or templates. Must possess advanced working knowledge of Commercial/Industrial HVAC. Commercial/Industrial HVAC includes chillers providing 100 tons or more of cooling, and air handling units providing greater than 30,000 CFM's and experience with Direct Digital Controls

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.