

HOWARD UNIVERSITY
Position Description

POSITION TITLE: HVAC Maintenance
Technician I

SALARY GRADE: WG-8

DATE REVISED: December 1, 2014

EEO CODE: 07

JOB CODE: 3023

FLSA STATUS: Non-Exempt

BARGAINING UNIT: N/A

DEPARTMENT:

POSITION NO:

REPORTS TO:

GRANT: No Yes

BASIC FUNCTION: Maintain repairs and services air conditioning and heating systems.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: The incumbent will be exposed to every level of the University community and on occasion consults with outside vendors/contractors.

PRINCIPAL ACCOUNTABILITIES:

Realigns fans, motors, air handlers, pumps and/or other building equipment for proper operations. Replaces belts, adjusts pulleys and changes filters. Lubricates motors, air handlers, pumps, compressors, linkages, and other building equipment.

Replaces motors, bearings, fans and pulleys. Cleans evaporators, condensers, relays, chill water coils, humidifiers, air handlers, and strainers. Changes oil in compressors and vacuum pumps. Changes oil in compressors and vacuums pumps.

Cleans compressors electric contacts or relays. Performs major services, repairs and installations on a wide variety of air conditioning units and packaged type units, split systems and central air conditioning units. Provides services for heating, ventilation, air conditioning systems.

Maintains, repairs, installs various equipment. Performs scheduled maintenance tasks, answers emergency or trouble calls, conducts preventive maintenance procedures on equipment, operates all building air conditioning, refrigeration, heating and ventilation equipment manually or remote control.

Maintains and repairs reach-in and walk-in boxes, ice machines, self-contained and central water coolers, deep freezers and related equipment.

Diagnoses malfunctions and repairs or replaces components such as compressors, valves, evaporates, relays, switches and pneumatic controls, inspects and tests for correct operations of refrigeration cycles and checks for excessive refrigeration loads.

CORE COMPETENCIES: Ability to inspect and diagnose malfunctioning of equipment and to make repairs.

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Competence in both written and oral English.

Ability to establish and maintain effective and harmonious relationships with staff, students, faculty, University Officials, and the general public.

MINIMUM REQUIREMENTS: High School Diploma, GED or equivalent combination of education and experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation and Performance Management