

The **Trades Technician III HVAC Specialist** reports to the Public Housing & Maintenance Director. The Trades Tech III HVAC Specialist is responsible for installation, operation, maintenance, and repair of heating, ventilating, and air conditioning equipment necessary for the well-being and comfort of Agency staff, residents, and visitors. Installs new units or replacement parts for existing units according to specifications and established safety guidelines for all managed properties. The duties listed below are illustrations of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### **Education and Experience**

High School graduate (or GED) or completion of technical vocational school and HVAC certification or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position. Two (2) **years' experience** or training in HVAC systems preferred.

**EPA Freon certificate and limited electrician's license for refrigeration, low energy, and/or oil burner as applicable.**

Uniform Physical Condition Standard (UPCS) Certification must be obtained within one (1) year of hire or other allowable period of hire as authorized by the Public Housing & Maintenance Director.

Fair Housing and Reasonable Accommodation Certifications must be obtained within one (1) year of employment or other allowable period of **hire** as authorized by the Chief Executive Officer.

### **Responsibilities:**

They are also required to undertake and perform other work-related duties as assigned, such as but not limited to:

1. Keeps HVAC equipment and systems ready for use by performing a full range of preventive maintenance and restoring and repairing faulty or inoperative systems and associated equipment in accordance with blueprints, piping and wiring diagrams, and manufacturers' specifications, including but not limited to:
  - Removing and cleaning blower motor and fan wheel
  - Washing condenser and evaporator coils
  - Replacing inoperative compressors
  - Replacing faulty evaporator coils
  - Replacing faulty condensation pumps and condenser units
  - Replacing faulty circuit boards, igniters, transformers, contactors, thermostats, etc.
  - Operating various measuring and testing instruments
  - Adjusting and calibrating equipment
  - Repairing duct work
  - Performing soldering, pipefitting, and welding
2. Directs and monitors the work of vendors and contractors to ensure compliance with local, state, and federal codes and standards.
3. Plans and schedules preventive maintenance on HVAC systems and ensures work is performed in compliance with blueprints, manufacturer specifications.
4. Responds to complaints and/or work orders regarding HVAC systems/equipment in a timely manner.
5. Inspects, diagnoses, and troubleshoots problems, and selects and requisitions appropriate replacement parts. Maintains HVAC maintenance parts and equipment inventory by:
  6. Checking stock to determine inventory level
  7. Anticipating needed parts and equipment
  8. Placing and expediting orders for parts and equipment
  9. Verifying receipt of parts and equipment.
10. Maintains continuity of maintenance and repairs by documenting service actions and noting system or equipment irregularities requiring continued monitoring.
11. Cleans and maintains Authority-owned materials, tools, and equipment in a neat and orderly manner at all times. Maintains a neat and organized workshop area free of clutter and debris. Upon completion of tasks, cleans and stores tools and excess supplies appropriately.
12. Repairs or replaces refrigerators.
13. Inspects and monitors and makes adjustments to chiller & boiler systems.
14. Distributes notices to residents as needed.
15. Performs emergency and after-hours work as necessary and/or required.
16. Follows all established safety procedures and standards.
17. Reports any lease violations and unsafe, unsanitary, or hazardous conditions encountered or observed on or in any Authority property or building to the Director of Facilities and Modernization.
18. Maintains a professional image and attitude in keeping the objectives of the Authority and resident's welfare.
19. Subject to on-call rotation and after-hours maintenance emergencies in accordance with Authority policies and procedures.

20. Accountable for consistent adherence to strong Authority standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Authority materials, supplies, resources, and other assets.
21. Performs other duties as required including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

### **Knowledge and Skills**

1. Thorough knowledge of techniques, methods, and materials used in refrigerant recovery and abatement in compliance with EPA evacuation systems and standards and/or Section 608 of the Clean Air Act of 1990 as amended, including final regulations.
2. Thorough knowledge of techniques, methods, materials, and equipment used in HVAC maintenance and repairs and specialized knowledge to analyze and solve complex work-related problems.
3. General knowledge of business English and math.
4. Skilled in the use of applicable tools and test equipment.
5. Thorough knowledge of occupational hazards and applicable safety precautions of the assigned work.
6. Ability to read, understand, and work from schematics, blueprints, designs and/or sketches, repair manuals, and instructions.
7. Ability to write applicable reports.

### **Complexity**

Work performed by the employee is mostly routine relating to troubleshooting, repair, unscheduled maintenance, and preventative maintenance of HVAC systems and is generally repetitive in nature. The nature of some repairs may be highly complex. Occasionally, some tasks may require the exercise of personal judgment in making decisions regarding safety and accomplishment of assigned work.

### **Scope and Effect**

The employee's work primarily affects the well-being and comfort of other employees, visitors, and residents in the Housing Authority. It also impacts the well-being and comfort of total low-rent housing provided by the Authority. Through successful accomplishment of HVAC maintenance tasks, the Authority is able to continue providing decent, safe, and sanitary housing.

### **Personal Contacts**

The employee's personal contacts are primarily with the employee's supervisor, other employees, residents, and vendors. The purpose of this is to give and obtain information necessary to perform HVAC maintenance tasks efficiently, safely, and to document all actions. Conditions under which contacts occur can range from normal to stressful in an emergency situation.

### **Physical Requirements**

1. The employee must be able to operate applicable tools and equipment. Normal physical activity can be tedious and require heavy lifting, carrying, and prolonged standing, walking, kneeling, crouching, lifting, carrying, reaching, bending, pushing, pulling, stooping, climbing, balancing and lying prone. The employee must have sufficient arm strength to manipulate applicable tools, equipment, and parts.
2. Work requires depth, color and field vision perception, and finger and manual dexterity.
3. Must be able to establish and maintain effective working relationships with co-workers, residents, and persons outside the Authority and perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
4. Must be able to simultaneously sit or stand for up to eight hours at a time while performing work duties.
5. Must be able to use fingers bilaterally and unilaterally to utilize tools and maintenance-related equipment.
6. Must have vision and hearing corrected to be able to legally operate a vehicle in various environmental and traffic conditions and perform essential job functions.
7. Must maintain punctuality and attendance as scheduled.
8. An employee may request a reasonable accommodation to mitigate any of the physical requirements listed above.

### **Work Environment**

The employee works indoors and outdoors and is exposed to weather extremes. The employee may occasionally be subjected to electrical shock hazards, dangerous heights, dangerous chemicals (e.g., cleaning solutions, solvents, insecticides), and skin irritants. The employee may be subjected to various fumes, odors, smoke, and gasses. The employee may be required to use goggles, gloves, masks, lumbar support belts, safety boots, and other personal protective equipment.

## **Other Requirements**

Must possess a valid State of South Carolina driver's license and regularly participate in continuous improvement and education. Must work with the highest degree of confidentiality.

**To Apply:** A completed CCHRA employment application is required for consideration. The status of a position may be changed at any time. You may get an application by going to the CCHRA website [www.CCHRA.net/employment](http://www.CCHRA.net/employment).

**AAP/EEO Statement:** CCHRA is an EOE (Equal Opportunity Employer); all decisions are made without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected status. CCHRA is a Drug Free Workplace. CCHRA participates in E-Verify. CCHRA participates in the SC Public Employee Benefits Authority Program

**Job Type:** Full-time

**Benefits:** Health, Dental, Life and Vision Insurance Disability Insurance Flexible Spending Account Waiting period may apply.

**Schedule:** Monday to Friday. Subject to on-call rotation and after-hours maintenance emergencies in accordance with Authority policies and procedures.

**Company's website:** [www.cchra.net](http://www.cchra.net) Find application under "Employment Opportunities"

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