

JOB VACANCY ANNOUNCEMENT

POSITION: HVAC Technician

DEPARTMENT: Duplin County Maintenance

SALARY: Grade 68 Starting Salary: \$16.1779 Hourly/\$33,650 Annually

OPENING DATE: March 21, 2018 "OPEN UNTIL FILLED"

APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
(910) 296-2174 " Equal Opportunity Employer"

General Description of Duties

Performs technical work in the analysis of complex installation, modification, or repair problems in building heating, ventilation, and air-conditioning.

Distinguishing Features of the Class

An employee in this class performs the full range of journey work duties associated with the installation, maintenance, and repair of air-conditioning systems and associated air handling, chilled water distribution, and control mechanisms. Work assignments are generally in the form of work orders indicating the nature of the problem. Employees are expected to identify the cause of the problem, determine materials and tools needed and a method of repair and carry out repair procedures independently on most jobs. The larger, costlier, exceptional, or more complex jobs may be reviewed by a supervisor to determine the extent of malfunction, to assure that proper work methods are being followed and that work is of acceptable quality. Work is performed under the general supervision of the Facilities Coordinator, and is reviewed for lasting quality, effectiveness, appearance and functionality through conference, inspection, and a review of records.

Duties and Responsibilities

Essential Duties and Tasks

Maintains and repairs air-conditioning and heating equipment; repairs electrical controls, low and high pressure switches, defrost timers, electrical contractors, relays, relay boards, thermostats, thermal overloads, electronic motor masters, indoor fan relays, electronic speed controls, thermistors, thermocouples, sequencers, rectifiers, solenoid valves, start and run capacitors.

Maintains and repairs blowers, blower motors, fans and fan motors, shaft drives, belt drives, bearings, bushings, van vanes, dampers, damper motors, compressors, compressor unloaders, header assemblies, condenser coils, condenser fans, and evaporator coils; checks and sets up thermostatic expansion valves; calibrates pneumatic and electrical thermostats.

Checks and adjusts superheat on evaporator coils; checks motor and compressor winding; adjusts and troubleshoots high and low refrigerant coil pressure.

Checks for leaks, locates and repairs leaks in refrigerant coils and refrigerant lines; installs compressors, liquid line dryers, and metering devices as needed for replacement or new installation.

Purges systems that have been repaired, and pulls a vacuum on the system to remove moisture and air from system; charge system to correct operating pressure with refrigerant; sets metering devices to maximize peak operating performance; recovers refrigerant from units using recovery equipment.

Performs service and repairs on heating systems such as heat pumps, electric heating units, boilers and boiler controls, heating coils, air handler units, gas packs, gas valves, thermopiles, electric fire eyes, ignition transformers, ceiling hung gas heaters, and gas burner assemblies.

Repairs, maintains, and installs many types of electrical circuits and equipment; maintains and repairs high voltage motors, transformers, switchgear equipment and controls.

Performs maintenance and repairs on "central plant" at Duplin Commons.

Changes filters in HVAC units.

Maintains an inventory of all heating and air conditioning units by type, model, and year put in service and maintains service history on each unit.

Additional Job Duties

May be required to assist in general maintenance duties.

May be required to assist in moving and setting up furniture and equipment, unloading trucks, moving boxes of paper and supplies.

May be required to work at disaster shelters during a county emergency.

Performs related duties as required.

Desirable Education and Experience

Graduation from high school or GED supplemented by college/vocational level courses in heating, ventilation, and air-conditioning and five years of Commercial HVAC experience; or an equivalent combination of education and experience.

Special Requirements

Possession of CFC/EPA Certification. Issued by North Carolina

Must be available for on-call hours.

Possession of a valid North Carolina driver's license.