

# Classification Description



**Title:** HVAC Technician  
**Department:** Zoo  
**Job Code:** 0458  
**Pay Grade:** 380  
**FLSA Status:** Non-Exempt

**Bargaining Unit:** LIUNA 483  
**Established:** 2/2023  
**Revised:**  
**EEO Category:** Skilled Craft

## DESCRIPTION

The HVAC Technician is responsible for performing, designing, and coordinating technical maintenance functions and repairs for heating, ventilation, and air conditioning (HVAC), refrigeration, and potable water filtration. This position also performs emergency services, inventory control, record keeping, contractor coordination, shop maintenance, and safety procedures.

## DISTINGUISHING FEATURES

This is a single classification and not part of a classification series.

## DUTIES AND RESPONSIBILITIES

1. Operates, maintains, and repairs mechanical, refrigeration, and plumbing systems, including troubleshooting, preventive maintenance, system optimizations, seasonal adjustments, space utilization, occupancy, and other facility needs.
2. Operates, tests, and maintains building automation systems, pneumatic controls, and digital devices.
3. Coordinates and documents contracted services for maintenance, repair, replacement, installation, and evaluation of building systems and components.
4. Serves as a technical expert for HVAC/R and associated trades and consults with the Building Automation Manager, maintenance leads, and other staff as necessary to determine overall HVAC requirements.
5. Performs all work in accordance with industry procedures and safety standards.
6. Completes maintenance and repair records and enters into the CMMS system, including refrigerant records.
7. Assists the public and employees in a professional, courteous, and positive manner.
8. Responds to various urgent maintenance issues, building emergencies and weather-related issues. Reports to work as essential personnel regardless of building closures.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contribute to a positive team atmosphere; engages others in ways that foster respect and trust.

- Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service - assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable); exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices and procedures.
  - Complies with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
  4. Performs other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- High school diploma or GED certificate and,
- HVAC apprenticeship and trade certification or equivalent and,
- Three years of progressively responsible experience in HVAC/R maintenance, repair, installation and operations or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities to perform the essential job duties.

#### **Special Requirements:**

Possession of or ability to obtain upon hire:

- Valid driver’s license and driving record sufficient to be insured by Metro’s insurance carrier.
- Valid Oregon PJ, LME, LBE, LEA, or BME license.
- ORACCA brazing certification or similar brazing certification.
- First Aid/CPR certification.
- EPA Section 608 Universal Refrigerants Handlers certification or ability to obtain within six (6) months.

#### **Knowledge, Skills and Abilities**

- Knowledge of and ability to operate, maintain, troubleshoot, and repair HVAC/R such as Geothermal heat pumps, heat recovery, and other commercial high efficiency systems that utilize electronic control systems such as direct digital controls (DDC) while observing professional and technical services standards,

- practices, methods, and using the tools of the HVAC/R trade.
- Knowledge and ability to understand and observe Federal, State, and local policies, procedures, laws and regulations of the HVAC/R trade.
  - Knowledge of standard maintenance practices, procedures and techniques.
  - Knowledge of high-efficiency boilers as well as conventional condensing boilers.
  - Skill in performing a variety of tasks involving lifting and moving heavy objects.
  - Skill in word processing, spreadsheet and email applications, preferably within the Microsoft Office Suite.
  - Ability to solder, braze and weld systems.
  - Ability to repair and maintain rooftop air-handler units, custom designed and building specific for the Zoo's needs.
  - Ability to repair and maintain industrial boilers, including high-efficiency and steam generated.
  - Ability to operate, maintain, and repair mechanical refrigeration systems including large industrial chillers, evaporators, and condensers for aquatic pools, large bodies of water as well as space cooling while maintaining chemical balances for these systems.
  - Ability to repair and replace older and outdated gas heating systems with newer high efficiency systems.
  - Ability and skills to use, understand, and evaluate schematics, layouts, specifications, and blueprints.
  - Ability to develop scope and estimate materials required for complex large projects, and to lead and provide technical oversight to contractors, and other support staff.
  - Ability to establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
  - Ability to develop scope and estimate materials required for complex large projects, and to lead and provide technical oversight to contractors, and other support staff.
  - Ability to operate hand tools.
  - Ability to respond to customer inquiries in an accurate, responsive manner.
  - Ability to be flexible, detail-oriented, manage multiple tasks and shifting priorities, work under pressure and meet deadlines.
  - Ability to work independently, be self-directed and work as a member of a team.
  - Ability to understand and follow verbal and written instructions at a level sufficient to perform the essential functions.
  - Ability to obtain and maintain all required licenses and certifications.
  - Ability to perform essential duties and responsibilities.
  - Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
  - Ability to successfully pass the background check and screening requirements if required for the position.

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## **SUPERVISION RECEIVED:**

- Supervision is received from a Supervisor or Manager.

## **SUPERVISION EXERCISED**

- None. May provide guidance and coaching to new or less experienced employees and coordinate/oversee the work of contractors.

## **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

- Uses hand and power-operated tools and equipment, such as saws, drills, air compressors, ladders, paint sprayers and other equipment and tools necessary for carpentry, plumbing, mechanical and basic building repair duties.
- Gloves, hard hat, boots, vest, masks and other personal protective devices and equipment while performing some tasks.

## **WORK ENVIRONMENT**

- This is a highly physical position with potential exposure to chemicals, odors, dust, fluids and bio-hazardous waste, and noise; and may include some limited exposure to contaminated areas, climbing ladders, enclosed spaces, working at heights and working near exotic and potentially dangerous animals.
- Perform manual work indoors and outdoors under severe climate conditions.
- Frequently lift and carry up to 50 lbs. without assistance.
- As necessary to meet workload demands, may work outside of typical schedule including evening/weekend hours and holidays as assigned.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*