

**City of Pendleton**

**Job Description**

###  **HVAC & Electrical Systems Technician**

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| **Department**: Facilities & Technology | **FLSA**: Non-exempt |
| **Reports to**: Facilities &Technology Manager | **Representation**: SEIU |
| **Pay Range**: Range 28  | **Date**: February 7, 2018 |

**GENERAL POSITION SUMMARY:** (*Why does this position exist?*)

Performs journeymen skilled work in the operation, programming, repair, and maintenance of HVAC control systems and electrical equipment; does related work as required.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that HAVE TO BE DONE to accomplish the position’s purpose)*:

1. Performing day-to-day operation and maintenance of various HVAC and network control and electrical systems related to facilities and technology. These facilities include, but are not limited to, all city facilities including public works electrical as needed.
2. Assisting Facilities Manager and HVAC (Heating Ventilation Air Conditioning) technicians with all aspects of system troubleshooting and optimizing control programming for all facilities in conformance with established policy and procedures and for compliance with Oregon electrical code.
3. Monitor and adjust the HVAC systems for all facilities and aquatics automation system, Airport controls for runways, current regulators and pilot control and various other airport - airfield system repair and adjust HVAC, boiler control valves, actuators, variety of pumps, pressure reducing valves, etc.  Install electrical and control conduit, liquid-tight flexible conduit, and pull and land wire from 02 gauge to 500 MCM.  Install wire and troubleshoot Program Logic Controllers (PLCs) and program TEC’s (Terminal Electric Controller) Siemens Apogee Bacnet protocol. Calibrate CO2 sensors (carbon monoxide) for buildings including the range of total dissolved solids and chlorine sensors in various locations including (ORP) Reduction Potential probes; resistive temperature devices (RTDs); lights and outlets; solenoid valves and limit switches; and motors up to 200 horsepower (HP).  Program and troubleshoot Cutler Hammer Compact and Bacnet Program Logic Controllers (PLCs).  Edit and draw changes to AutoCAD LT control system files.  Keep all documentation for all modifications to systems update O&M (Owner’s Manuals) and as built. Perform network cabling cat 6 and associated Panasonic telephone and IP VOIP (Voice Over Internet Protocol). Include a variety of security camera systems and wireless radio networks systems programming of STRX wireless radios and remote database.
4. Evaluating HVAC and related systems trends and patterns. Providing recommendations for courses of action to the Facilities Manager and other team technicians. Providing recommendations for control and electrical equipment operation, maintenance, replacement, and / or upgrades.
5. Preparing project reports and PM (Preventing Maintenance) of materials and equipment used and work accomplished. Inputting data into computer, electronic operation and maintenance software FacilityDude, keeping accurate records, and reviewing work with Facilities Manager.
6. Writing and updating standard operating procedures and work plans.
7. In the Facilities Manager’s absence, perform supervision of Facilities and Technology department electrical systems related issues.
8. Use of information and technology software and hardware for work orders, time reporting, data collecting, inventory, and other applications related to operation and maintenance activities for the department.
9. Manage and maintain the City of Pendleton’s Master Permit Electrical Program as established by the State of Oregon.

**IMPORTANT FUNCTIONS:** *(List those tasks that may be done, but are not essential to fulfill the position’s purpose; any ancillary position tasks)*

1. Working with Facilities Manager to develop programming skills and control understanding related to all controls for optimizing facility performance.
2. Periodically operate boom truck and lift truck.
3. Attends training, staff meetings, safety meetings, etc.
4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(What separates this position from others in the series?)*

This position is not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards; other equivalent combinations of education, training and experience will be considered)*

**1. Education & Experience** *Education and experience requirements are minimum standards.*

1. High School Diploma (or GED) is required supplemented by specialized HVAC training; and
2. 4-years of electrical or control system school or equivalent is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  4 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: in control and/or electrical work, or a related field.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Must possess at time of hire an Oregon journeymen level & Maintenance Electrician license.
4. Must have or be able to obtain HVAC certification.

2. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, tools, materials and equipment related to control and/or electrical systems.
2. Knowledge of quality control and quality assurance techniques related to control and/or electrical systems.
3. Knowledge of, and ability to use proficiently a variety of software programs which may include, but not be limited to, Apogee Siemens, Bnet programming, Windows operating system, AutoCAD LT, Excel, Access (database), Honeywell (database), and MSWord.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Ability to perform data entry and use word processing and spreadsheet programs.
6. Ability to read and follow directions.
7. Ability to complete forms and reports.
8. Ability to understand, analyze, and interpret maintenance manuals and technical papers.
9. Ability to diagnose and analyze problems and recommend and/or institute a corrective action.
10. Ability to respond to emergencies on a 24 hour basis.
11. Ability to work independently in the absence of direct supervision.
12. Ability to provide positive and effective customer service to all citizens, vendors, and employees.
13. Ability to communicate effectively orally and in writing in English.
14. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers and supervisor.
15. Ability to establish and maintain effective working relationships, and work as a team member.
16. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
17. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Pickup and trailer or utility box
2. Variety of hand and power operated tools, including, but not limited to: wrenches, hammers, screwdrivers, saws, etc. needed for operation and maintenance of control and electrical systems.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position does provide lead worker direction on electrical matters.
3. This position reports to the Facilities Manager. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed indoors in all City buildings and outdoors on various City properties.
2. Strength Rating (see attached definitions) is: Heavy .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[x]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 6:00 a.m. – 3:00 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

 **10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The position classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*

Drafted: February, 2018

Adopted:

Revised: August, 2020

Employee acknowledgement/Date Supervisor approval/Date

Department Head approval/Date City Manager approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium -** exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – **exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.**

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.