

Career Service Authority

HVAC Support Engineer

Revised Date /
Revised By Shirley Nikkel
FLSA Code Exempt
Est. Date 09/16/95

General Statement of Duties

Provides engineering support to computer based heating, ventilating, air conditioning, and alarm system operations.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Applies engineering principles to resolve HVAC system operational functions, projects, or programs.
 - *Knowledge of engineering principles and practices sufficient to be able to provide support, troubleshoot and resolve operational problems..*
2. Coordinates work on systems with other trades areas, tenants, and vendors.
 - *Skill in prioritizing and coordinating activities to ensure effective and efficient completion of the work assignment.*
 - *Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
3. Analyzes various operational procedures and resource utilization and makes recommendations regarding changes based upon the analysis.
 - *Skill in evaluating the effectiveness of existing methods and procedures and making recommendations for modification or improvements.*
4. Initiates design changes to improve systems automatic operation and reliability.
 - *Skill in applying engineering principles to design or modify equipment.*

- *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives..*
- 5. Participates in developing automated information systems, and cost benefit information.
 - *Skill in using a computer.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*
- 6. Provides training to system operators and repair technicians in the use of the systems in response to complaints and problems.
 - *Knowledge of training techniques sufficient to be able to train others in the work of the area.*
 - *Skill in communicating and establishing effective working relationships with other employees, organizations and the public.*
- 7. Directs skilled trades workers and semi-skilled technicians in the resolution of complex problems related to the HVAC and alarm systems.
 - *Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
 - *Knowledge of HVAC systems sufficient to be able to troubleshoot, repair, and resolve major system complications.*
- 8. May perform lead work on a job by job or rotating basis.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems..*
- 9. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Performs lead work on a job by job or rotating basis.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place and sequence of action to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated. Completed work is reviewed for soundness of judgment, conclusions, adequacy, and conformance to policy.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

Physical Demands

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Vision Requirements

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical reasoning

Oral Comprehension

Spatial Orientation
Written Comprehension

Environmental Conditions

Noise: sufficient noise to cause distraction or possible hearing loss.
Atmospheric Conditions: conditions that affect the skin or respiratory system.

Working Conditions

Exposed to hazards from electro/mechanical/power equipment
Subject to burns and cuts
Subject to electrical and radiant energy hazards
Subject to injury from moving parts of equipment

Minimum Education

Baccalaureate Degree with major course work in engineering or related field.

Minimum Experience

Three years of experience in applying engineering principles to operational problems, equipment, or other sources, which must have included one year of experience working with HVAC computer operations systems.

Equivalency

Additional appropriate education may be substituted for two years of the minimum experience requirement.

Licensure and Certification

Possession of a valid Colorado Class "R" Driver's License at the time of application.