

## **HEATING AND VENTILATING BUILDING MAINTENANCE SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This class involves responsibility for the performance of specialized activities including the monitoring, programming, regulating and adjusting of the heating, ventilating and air conditioning systems of a municipality's buildings. Incumbents may be required to respond to requests or special needs for adjustment in the programmed controls by reprogramming the heating, ventilating and air conditioning controls. Additionally, incumbents in the class are called upon to perform a variety of maintenance tasks related to the maintenance of the heating, ventilating and air conditioning systems. Work is performed under general supervision. Supervision may be exercised over other maintenance personnel when engaged in activities associated with the area of specialty. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Monitors, programs, regulates and makes adjustments to the programmed controls of a municipality's heating, ventilating and air conditioning systems;

Responds to requests or special needs for adjustment in the programmed controls by reprogramming the heating, ventilating and air conditioning controls;

Changes the programmed instruction of heating, ventilating and air conditioning systems as season changes necessitate;

Changes filters on air handling units on a scheduled basis;

Performs preventive maintenance on heating, ventilating and air conditioning-related equipment;

Maintains records on maintenance performed;

Performs trouble shooting and repair tasks;

May compile and compare print-outs to electric meter readings for accuracy;

May respond to emergency calls on a 24-hour a day basis;

May assist in the performance of work in other maintenance areas and repair tasks outside of the incumbent's specialty as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the procedures used to program instructions to the heating, ventilating and air conditioning control units; good knowledge of principles, practices and procedures used in heating, ventilating and air conditioning systems; good knowledge of the procedures used in performing preventive maintenance to HVAC units; manual dexterity;

ability to maintain records and reports; ability to perform maintenance tasks and activities; ability to follow oral and written instructions; mechanical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four (4) years experience involving responsibility for maintenance of heating, ventilating and air conditioning systems.

ULSTER COUNTY  
3450 HVB MTC SP  
Classification: Competitive  
Grade: 11  
Union: CSEA

Adopted: November 20, 1986  
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