



Job Title	HVAC Technician
Department	Department of Public Works – Building Maintenance
Employment Status	Full-time
FLSA Status	Non-Exempt
Classification	B7

Scope of Work

Under the direct supervision of the Building Maintenance Supervisor, the HVAC Technician will maintain and control the Town of Needham HVAC systems by use of a direct digital, centrally located, stand-alone building management controllers, and manual mechanical controls. The Building Maintenance Division is responsible for the maintenance of the HVAC systems in all Town and School buildings, in a campus style environment. The majority of the buildings have been renovated since 2000.

Monday through Friday 6am – 2:30pm with on call availability needed.

Supervision

Received	Building Maintenance Supervisor
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Maintain control system for all types of ventilation distribution systems including variable air volume controllers, RTU's, ERU's, Fan Coil Units, MAU's, pumps, VFD's, and independent building control systems (pneumatic, electric/electronic, or a combination of both)
- Inspect, maintain, and operate the controls for all auxiliary equipment associated with the distribution of environmentally controlled HVAC systems.
- Maintain, operate, assist in redesign and installation of equipment, piping and all associated instruments vital to the function of utility/support HVAC systems throughout the Town.
- Monitor, analyze, and correct alarms and system problems both by computer and by performing repairs in the field.
- Perform on-site system inspection and preventive maintenance tasks.
- Collaborate with other HVAC Technicians and contractors to ensure preventative. maintenance of control systems and components meets standards and the expectations of the manufacturer.

- Carry out System Utilization Review of system software to ensure the operating logic is performing optimally.
- Uncover abnormal system conditions and initiate corrective action.
- Work with contracted MEP services for preventative and corrective maintenance.
- Perform Remote Diagnostics.
- Provide technical assistance and training to other trades staff if needed.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

To be considered for the position, applicants must have at least:

- Minimum of five (5) years of relevant work experience in diagnosing, repairing, and maintaining commercial level heating, ventilation, refrigeration, and air conditioning systems.(a two year technical degree in HVAC, programming controls, or equivalent may be substituted for two years of experience)
- Demonstrate a solid working knowledge of simple to complex control systems and associated devices, including an understanding of electric, electronic, pneumatic, and digitally controlled building automation systems
- OSHA 10 Hour Training is required by the end of the first year of employment

Preferred, but not required:

- Experience working with all or some the following systems: DDC, LonWorks, BACnet, MODbus, EcoStruxure, Johnson Controls, Delta Controls, Siemens, Carrier, Trane, York, Automated Logic, Automated Temperature Controls, Schneider Electric
- Valid universal refrigeration license

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer