City of Rapid City
Job Description

Job Title: Airport HVAC Technician

Job Code: AHVA

Job Family: 

Pay Grade: AU04

Date Revised: 1/25/2020

FLSA Status: Non-Exempt

General Summary: This position is responsible for operating energy management systems and performing preventive maintenance and repair of HVAC equipment.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Operates, maintains, trouble shoots, adjusts and repairs energy management control system and HVAC equipment, including related components and pneumatic systems, and safety control devices, using variety of hand and power tools.
- Repairs or replaces valves, flow switches and temperature sensors.
- Performs tests of HVAC safety control devices.
- Delegates and reviews work and performs training of HVAC Technician Apprentice.
- Works on energy management control system and HVAC equipment in other buildings as directed.
- Services variety of concession equipment, such as refrigerators, freezers and Ice Machines.
- Welds pipe and fittings.
- Tests and adjusts boilers for maximum efficiency.
- Receives after hour’s calls to perform needed repairs to HVAC equipment.
- Assist with snow removal operations when required.
- Must be willing to work variable hours, to include weekends and holidays
- Must be willing to work on an on-call basis.

Qualifications:

Education and/or Experience:

One-year certificate from college or technical school. Three to five years related experience in HVAC systems.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota Class B Commercial driver’s license or ability to obtain within 90 days from date of hire. Preference will be given to persons with a journeyman or master electrician’s license and certification to work on refrigeration equipment. Must obtain and maintain a Secure Identification Display Area (SIDA) Badge. Must obtain and maintain an airport movement area driver’s permit within 90 days from date of hire.
Working Conditions:

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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.