

City of Rapid City

Job Description

Job Title	HVAC Technician		
Job Code:	CHVA	Bargaining Unit:	AFSMCE
Pay Grade:	See Wage Scale	Date Revised:	3/16/2023
FLSA Status:	Non-exempt		

General Summary: This position is responsible for operating the energy management systems at the Rapid City Regional Airport or The Monument. This position performs preventative maintenance and repair of HVAC equipment at respective location.

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.
- 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.
- Tests and adjusts boilers for maximum efficiency.
- Welds pipe and fittings to respective equipment specific to job location.
- Receives, generates, and completes work orders.
- Provides support to other departments as needed.
- Prepares bids, budgets, and cost estimates.
- Assists snow removal operations when required.

Qualifications:

Education and/or Experience:

One-year certificate from a HVAC Technical School or college. Three to five years related experience in HVAC systems. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess a valid driver's license or ability to obtain 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. The employee may be required to work at variety height levels using aerial lift equipment.