DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: HVAC Technician

DEPARTMENT: Facilities Services

DATE: September 1, 2016

SCHEDULE: Regular, Full-time, 12 months, M-F

REPORTING SUPERVISOR: Energy and HVAC Operations Manager

FLSA: Non-exempt

IPEDS: 49

JOB FUNCTION:
Supports Facilities Services by maintaining the heating, ventilation and air conditioning systems by activating gas valve and ignition switch, operates steam and hot water boilers, air handling units, reciprocating and absorption chillers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 12%</td>
<td>Daily</td>
<td>Drives utility truck to various buildings, making daily checks of campus mechanical rooms by walking throughout buildings, basement to roof, to inspect operational equipment. Makes daily notations in equipment log.</td>
</tr>
<tr>
<td>2. 12%</td>
<td>Daily</td>
<td>Train HVAC assistant techs.</td>
</tr>
<tr>
<td>3. 12%</td>
<td>Daily</td>
<td>Responds to HVAC related calls over the radio or by work order. Completes daily work orders and records time spent on the job, description of the job done, and any invoices relating to the job.</td>
</tr>
<tr>
<td>4. 12%</td>
<td>Daily</td>
<td>Performs, documents, and creates preventative maintenance plan on all appropriate equipment.</td>
</tr>
<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Services pneumatic controls and digital controls by calibrating, adjusting, or replacing. Views various computer system screens to monitor temperature and humidity in buildings.</td>
</tr>
<tr>
<td>6. 8%</td>
<td>Weekly</td>
<td>Services air handlers and fan coils by cleaning coils with detergent cleaners and washing off with high pressure water hose. Replaces paper filters with like size or cleans permanent filters with detergent and water.</td>
</tr>
<tr>
<td>7. 8%</td>
<td>As Needed</td>
<td>Using manifold gauges checks freon charge on air conditioning compressors. Repairs units by replacing expansion valves, fan switches, belts and thermostats.</td>
</tr>
<tr>
<td>8. 8%</td>
<td>As Needed</td>
<td>Brazes and solders copper pipe using torch. Replaces plastic piping, metal piping, and copper piping using hand and power tools.</td>
</tr>
<tr>
<td>9. 8%</td>
<td>As Needed</td>
<td>Use volt/Multi meters to troubleshoot various mechanical equipment (pumps, motors, fans). Wires equipment (if replacing) and follows wiring diagrams to troubleshoot and replace.</td>
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<tr>
<td>11. 3%</td>
<td>Annually</td>
<td>Cleans boilers by using wrenches to remove hatch bolts to open covers over water and fire tubes. Using wire brushes and high pressure water hose flushes out scale and debris. Installs gaskets and steel washers to close boiler and return to service.</td>
</tr>
</tbody>
</table>
10. 2% As Needed Using tech manuals and parts catalogs, orders parts and materials from equipment and parts vendors. When working on building heating and cooling systems, blue prints are used to determine function and layout.

12. 5% Ongoing Performs other duties as assigned

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Specialized training in HVAC and 5 years of related experience; or an equivalent combination of education and experience.
2. This position is included in the emergency and on call process. Must be able to provide a valid cell phone number or contact number where employee can be reached in the event of a campus emergency.
3. Knowledge of electricity, voltage and amperage to work on motors and compressors.
4. Knowledge of welding and soldering to repair boilers and air conditioning.
5. Knowledge of plumbing for installing piping, drains, valves, and fittings.
7. Math skills are necessary for calculating mixtures.
8. Ability to write for preparing daily work reports, equipment logs, and parts orders.
9. Ability to operate a truck for travel on campus or around city.
10. Ability to operate a gas powered high pressure washer.
11. Ability to use an arc welder to join steel.
12. Ability to use multi-meter, volt gauge, and amp probe to read electric loads.
13. Ability to use hand tools for repairing equipment.
14. Ability to use power tools including drill motors, sawall, grinder, and hammer drill.
15. Ability to crawl, stoop, and bend to make repairs.
16. Ability to climb ladder to work on high equipment or roofs.
17. Ability to walk from one building to another.
18. Ability to walk up and down stairs to check equipment.
19. Ability to see for operating equipment, machinery, trucks, and computers.
20. Ability to lift and carry up to 60 pounds for transporting tools, motors, chemicals, etc.
21. Ability to distinguish colors when wiring equipment.
22. Ability to read directions on equipment labels and for measuring chemicals.
23. Ability to be on call for after hours repairs.
24. Ability to be alert and coordinated for thinking and reacting quickly.
25. Ability to responsibly drive a Drury University vehicle. Must possess a valid Missouri driver license and acceptable driving record.

PHYSICAL REQUIREMENTS:
The physical demand described here are representative of those that must be met by an employee to successfully perform the essential function 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, and crawl. The employee is occasionally required to sit; talk or hear; and smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and depth perception.

WORK CONDITIONS:
The work environment characteristics described here are representative of those and 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 regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.