



BUILDING & GROUNDS County Of Hidalgo

DANIEL FLORES
Director

To: Daniel Flores, Director- Buildings & Grounds

From: Javier Carreon, General Foreman- Buildings & Grounds *cc*

Date: January 8, 2008

Re: HVAC Chiller Technician

This memo is in reference to the ^{JOB DESCRIPTION} ~~additional duties~~ for the above mentioned position:

Occupational Summary

Perform all levels of repair and preventive maintenance on all HVAC Chilled Water systems including domestic water, hot water, chilled water, sewer, storm water, air, gas and vacuum.

Work Performed

Clean mechanical rooms, pick up and deliver parts. Assist other mechanics as required/directed. Perform basic calculations and conversions. Use hand and power tools associated with the trade. Perform all HVAC Chilled Water Systems maintenance tasks assigned by the supervisor. Process hot work permits. Perform safety duties as a fire watch. Fill out paperwork including but not limited to work orders, inventory, and preventive maintenance forms. Perform intermediate math calculations including simple, rolling and parallel offsets with the use of a pipefitter's handbook. Locate, install, connect, and test complete drain, waste, and vent systems. Locate, install, and connect roof, floor, and area drains. Perform repairs and replacements of various types of plumbing valves. Locate, install, and connect roof, floor, and area drains as associated with horizontal and vertical storm drainage systems. Install basic plumbing fixtures, including lavatories, sinks, water closets, urinals, and related valves and faucets. Troubleshoot and repair HVAC Chilled Water Systems. Use soft soldering techniques in the installation, maintenance, and repair of plumbing systems. Use silver soldering techniques in installation, maintenance, and repair of plumbing systems. Operate specialty tools of the plumbing trade including hand dies, taps, and freeze tools. Use troubleshooting techniques in the maintenance and repair of plumbing systems. Install different types of vents used in a DWV system. Install, diagnose and repair pumps, controls and sumps used in sewage and storm water removal systems. Size water supply systems, including calculating system requirements and demand, developed lengths, pressure drops and system efficiency. Install, repair and replace the different types of backflow prevention devices. Assemble water pressure booster system and recirculating systems using pumps, storage tanks, controls, piping and fittings. Diagnose and repair water supply and drainage piping, water heaters and other common plumbing appliances and fixtures. Use and install fire-stopping materials. Use all gas powered equipment relating to plumbing maintenance. Perform on the job task organization including personal responsibilities, task organization, safety and quality control. Perform minor and major repairs and replacements of traps and interceptors. Size basic water supply

pipng based on fixture demand and code requirements. Size vents in all plumbing applications. Size drainage and waste piping and solve associated problems. Perform minor repairs to chilled water system components. Install and maintain compressed air systems including piping and all associated plumbing components. Install and maintain hydronic heating systems. Install and maintain corrosive resistant waste systems including piping and all associated components. Install and maintain gas systems. Knowledge and maintenance of private waste disposal systems and components. Knowledge and maintenance of private water systems including well casings, pumps, caps and pressure tanks. Review design documents and evaluate compliance to standards and specifications. Conduct job-site inspections to determine compliance to standards and codes. Make work assignments to lower level personnel using applicable planning and scheduling methods. Conduct training sessions for lower level personnel in any HVAC chilled water system related topic. Use computer software applicable to maintenance operations. Provide logistical support for any plumbing maintenance activity. Analyze system or component failures and recommend proper corrective actions. Design and implement preventive maintenance procedures for HVAC Chilled Water system equipment. Perform supervisory duties in the supervisor's absence. Perform other related duties incidental to the work herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Required Qualifications at this Level

Education/Training:

Work requires an educational background normally acquired through a high school education with course work in skilled crafts, or an equivalent combination of relevant education and/or experience. Possess a valid Texas driver's license. Received training on general OSHA standards and requirements. Received training on the use of portable fire extinguisher. Received training on hazardous waste awareness. Received training on asbestos hazards and safety. Received Fleet Safety training. Received training on the Computerized Maintenance Management System. Received training on communication etiquette including phone, radio and customer service. Received training on hot work permits. Received training on fire watch safety procedures. Received confined space entry procedures training. Received training on the use and maintenance of gas detection devices. Received Lock-out/Tag-out procedures training. Received training on fire-stopping materials. Received training on gas powered plumbing equipment. Received training on computer software applicable to maintenance operations. Possess a State of Texas HVAC Chiller Water Systems License. Possess Local/State Cross Connection certification.

Experience:

3-5 year experience in related field.

Skills:

Please call me if any questions arise regarding this matter, call me at 965-207-9257.