

## **SKILLED TRADESMAN – HVAC TECHNICIAN**

### **CLASS SUMMARY**

The Skilled tradesman is responsible for the work activities in HVAC (Heating Ventilation, and Air Conditioning). This position is governed by state and federal laws and agency/institution policy.

### **JOB SUMMARY**

Installs, inspects, operates and repairs heating, ventilating and cooling equipment using necessary hand tools and testing equipment.

### **DUTIES PERFORMED**

1. Inspects and operates air conditioning units and machinery to determine that all are functioning properly.
2. Reads thermometers and gauges, and records readings.
3. Maintains and repairs systems.
4. Tests efficiency of system with instruments and makes adjustment to thermostatic controls and blowers.
5. Lubricates compressors, motors and other moving parts.
6. Tests large systems before placing them in operation.
7. Tests joints and connections according to type of refrigerant used.
8. Repairs leaks and retests.
9. Drains system by means of vacuum pump
10. Operates system for several hours, making adjustments to thermostats and valves to insure proper control of freezing action.
11. May have minor supervisory duties when helper is assigned to assist in the work of the mechanic.
12. Perform related duties as assigned.

### **SUPERVISION GIVEN AND RECEIVED**

Direct supervision by a Mechanical Supervisor.

### **RELATION TO OTHER JOBS**

Perform work to assist other trades. Prepare for major university events as directed by supervisor.

### **WORKING CONDITIONS**

Indoors and outside. Hazardous machinery. Some overtime required.

### **REQUIREMENTS**

1. 3-5 years of experience as a commercial HVAC mechanic.
2. Class B HVAC license. Class A preferred
3. High School Diploma.
4. Trade or vocational school graduation preferred
5. Controls experience a plus.

### **PHYSICAL REQUIREMENTS**

1. Must be able to climb ladders
2. Not afraid of heights
3. Occasional lifting up to 75 lbs.

**SALARY:      Grade C115 – State Pay Plan**

**APPLICATION PROCESS:** Send an application, resume, and three letters of recommendation to:

Human Resources Department  
University of Arkansas at Pine Bluff  
1200 N. University Drive  
Mail Slot 4942  
Pine Bluff, AR 71601  
Applications may be e-mailed to [uapbjobs@uapb.edu](mailto:uapbjobs@uapb.edu).

**APPLICATION DEADLINE: Opened until filled.**

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