

Civil Division: Oneida County Government; Oneida-Herkimer BOCES  
Jurisdictional Class: Competitive  
EEO Category: Technical  
Revised: 07/14/10

## **HVAC BUILDING SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position that involves responsibility for repairs and maintenance to a wide range of heating, ventilating, and air conditioning systems, buildings and facilities. Incumbents work independently to complete difficult or complex projects. Work is performed under general supervision of the Department Head. This employee is required to respond to emergencies during unassigned hours. Most work is performed indoors, often in tight spaces. Uses independent judgment in organizing own work and in planning and directing the work of subordinates. The incumbent acts as Facility Compliance Coordinator. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Installs, operates and performs general and complex repairs for a wide range of heating, ventilating, refrigerating, air conditioning, and other equipment;  
Performs required preventive maintenance: lubrication, changing belts and filters, etc.;  
Performs general building and grounds maintenance duties;  
Keeps records and prepares reports on building maintenance and regulations that are required in order to comply with state and local laws and rules;  
Performs semi-skilled work in carpentry, electrical and painting operations;  
May install and repair general plumbing equipment, such as sinks and baths;  
Repairs windows, doors, floors, walls and other parts of buildings and fixtures;  
Reports to supervisor equipment or system problems which are beyond the capabilities of the incumbent;  
Responds to maintenance work requests and complaints;  
Completed maintenance work orders by describing work performed, hours required, and parts costs;  
Identifies, suggests, and implements energy conservation measures;  
Tests and treats water used HVAC systems in order to prevent growth of fungi and bacteria;  
Keeps operating logs for assigned HVAC equipment;  
Drives vehicle to work locations and to pickup replacement parts and equipment;  
Operates and maintains the heating and air handling systems including but not limited to: boilers, boiler controls, steam lines, steam traps, radiators, hot water lines, air handling units, air compressor, air lines, thermostats, water softener, chemical treatment program, fuel tanks, fuel pumps and fuel lines;  
Maintains a log and complete records of the heating and air handling systems operation and maintenance, fuel consumption and fuel inventory, including costs, repairs, preventive maintenance schedule and planned upgrades;  
Checks and logs pressure or temperature controls;  
Checks and logs burner operation and its controls;  
Blows down water level controls to purge float bowl of possible sediment accumulation;  
Checks lubricating oil levels;  
Reviews boiler operating characteristics by manually sequencing units;  
Reviews boiler blowdowns to insure that a waste of treated water is not occurring;  
Cleans filters on air compressor;

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**TYPICAL WORK ACTIVITIES:** Continued:

Checks belt drives on heating and air handling systems;  
Maintains air handling unit filters, clean and replace as needed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of different types of HVAC systems including electrical, cooling, air conditioning, boiler and heat exchanger; good knowledge of appropriate HVAC formulas and their applications; good knowledge of correct installation, preventive maintenance, and servicing of HVAC equipment; good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of general safety practices, accident prevention methods, and hazardous conditions and materials associated with HVAC work; working knowledge of chemicals and chemical treatments associated with fluids in HVAC systems; ability to apply information from service manuals and other sources to present systems, installation problems, future servicing, etc.; ability to identify servicing needs and provide verbal and written descriptions of problems and observations; ability to read warranty specifications, blueprints, installation manuals, maintenance manuals, wiring and piping schematics, flyers and technical books; ability to add, subtract, multiply and divide as used in mathematical formulas; ability to determine requirements for specific jobs: materials, personnel, tools, equipment, and length of time necessary to complete a job; ability to write basic memos and incident reports and to keep accurate records of numerical data; ability to work in tight spaces, climb ladders and perform HVAC work on rooftop locations.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered (2) two-year college with an Associate Degree in heating and air conditioning, heating and cooling, heating and refrigeration technology or related field **AND** one (1) year of experience with low pressure steam or hot water and/o refrigeration equipment; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience with low pressure steam or hot water and/or refrigeration equipment, one year of which must involve operating the equipment and one year of which must involve installation, maintenance, and repair.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.