

## **WAYNE-FINGER LAKES BOCES VACANCY STARTING SALARY \$41,223**

**Appointment will be made on a Provisional basis, with Permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.**

### HEATING, VENTILATING, AIR CONDITIONING (HVAC) SERVICE ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible service position in which the incumbent repairs, installs and services all HVAC and refrigeration systems. The work is performed under general supervision. Supervision is not a responsibility of this class. Does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs preventive maintenance to HVAC equipment by changing oil, filters, belts, bearings, etc.;  
Identifies and solves problems with electric controls, heating systems and refrigeration systems;  
Installs and services boilers, air conditioning systems, air compressors, pneumatic systems, duct work and computer hardware for control systems, by measuring pipes, soldering or brazing metals, wiring control systems, etc.;  
Repairs steam and hot water leaks, motors, pumps, steam traps, air handling units and all other HVAC equipment and components;  
Responds to maintenance work requests and tenant complaints;  
Identifies, suggests, and implements energy conservation measures;  
Tests and treats water used in air conditioning systems in order to prevent growth of fungi and bacteria;  
Keeps operating logs for all HVAC equipment under employee's charge.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of HVAC systems including electrical, refrigeration, boiler and heat pump; thorough knowledge of types of equipment and appropriate lubricants; thorough knowledge of preventive maintenance and servicing needs of systems; thorough knowledge of possible dangers to health and safety such as asbestos, insulation wastes, chemicals, etc.; thorough knowledge of safety, regulations, devices and resources for safety information; ability to install boilers, ducts, air conditioning systems, wiring and piping; ability to communicate, both orally and in writing; ability to read warranty specifications, blueprints, installation manuals, maintenance manuals, wiring and piping schematics, flyers and technical books; ability to apply appropriate information to present systems, problems in installation, future servicing, etc.; ability to add, subtract, multiply and divide as used in mathematical formulas; ability to relate mechanical principles to problems; ability to observe and analyze job; mechanical ability and skill; physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college, university, or technical school with an Associate's Degree in heating, ventilating, and air-conditioning technology, or a closely related field, AND three (3) years of full-time paid experience, or its part-time equivalent, in the installation, maintenance and repair of heating, ventilating, and air conditioning equipment; one year of which must have included installation, maintenance and repair of refrigeration equipment; OR

HEATING, VENTILATING, AIR CONDITIONING SERVICE ENGINEER

MINIMUM QUALIFICATIONS: (Continued)

2. Graduation from high school or possession of a high school equivalency diploma, AND five (5) years of full-time paid experience, or its part-time equivalent, as noted above; OR
3. An equivalent combination of training and experience as described by the limits of (1) and (2) above.

SUBSTITUTION: Trade school certification, which included coursework in boiler systems, heating plant and air-conditioning/refrigeration operation, maintenance and repair, may be substituted for one year of the experience.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's license at time of appointment and maintenance of such license throughout the tenure of employment in the position.

REVISED: 6/29/04, 6/22/18, 11/20/18; 11/8/19; 12/13/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE