

Wayne-Finger Lakes BOCES – Vacancy
Salary range: \$37,544 - \$40,953.18/yr.

HEATING, VENTILATING AND AIR CONDITIONING TECHNICIAN TRAINEE

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree or certificate in heating, ventilating, and air-conditioning technology or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma, AND Two (2) years of full-time paid experience, or its part-time equivalent, in the operation, maintenance or repair of mechanical equipment (i.e. HVAC, refrigeration, plumbing, electrical, or closely related); OR
3. An equivalent combination of training and experience as described in (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 one year of the experience.

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

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to provide training and experience to candidates who would not otherwise qualify to operate, maintain and perform repairs to the County's heating, ventilating, air conditioning and refrigeration systems. Trainees receive on-the-job training while performing duties of a limited technical/mechanical nature while under close and continued supervision. As the employee's skill and knowledge increase, the employee receives less direction until at the full performance level. Does related work as required.

Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Heating, Ventilating and Air Conditioning Technician without further examination.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in identifying and solving problems with electric controls, heating and cooling systems and refrigeration systems;

Participates in the installation and maintenance of 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.;

Participates in preventive maintenance of HVAC equipment by changing oil, filters, belts, bearings, etc.;

Repairs steam and hot water leaks, motors, pumps, steam traps, air handling units and all other HVAC equipment and components;

Maintains, repairs and cleans pipes and ducts, filters and dampers, etc.;

Responds to maintenance work requests;

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;

Maintains operating logs for all HVAC equipment under employee's charge.

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

Knowledge of standard mechanical equipment and systems (i.e. turbines, compressors, fans, pumps, electrical motors,) and air-conditioning equipment; knowledge of repair techniques and preventative maintenance of standard mechanical equipment and systems; ability to operate and maintain mechanical equipment; ability to analyze servicing needs; ability to read warranty specifications, blueprints, installation manuals, maintenance manuals, wiring and piping schematics; ability to follow oral and written instructions; ability to get along well with others; initiative; dependability; good judgment; physical condition commensurate with the demands of the position.

APPROVED: DECEMBER 6, 2017

REVISED: 11/8/19; 12/13/19; 10/11/24

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE