

**HVAC Technician  
Tuscaloosa County Commission  
Maintenance and Facilities**

**POSITION SUMMARY:**

This is skilled electrical-mechanical work at the journeyman level. Work involves the operation, service, maintenance, and repair of refrigeration, heating and air conditioning equipment. The technician is responsible for all general operations of heating, ventilation, air conditioning, and refrigeration throughout the Tuscaloosa County Commission's facilities.

**JOB DUTIES AND RESPONSIBILITIES:** (All duties listed may not be found in each position, nor does this list include all tasks which may be assigned to positions in this class).

- Makes routine inspections of air conditioning, heating and refrigeration equipment, checks operation, coolant levels, pressures and lubrication.
- Installs air conditioning, heating and refrigeration equipment and ensures proper operation; removes equipment to be replaced or discarded.
- Estimates repair jobs and recommends needs.
- Requisitions through departmental supervisor parts and materials required for service, repair or overhaul.
- Overhauls compressors, condensers, evaporators and other components.
- Makes service adjustments and minor repairs, changes belts, filters, cleans coils and lubricates refrigeration, heating and air conditioning equipment.
- Performs maintenance and repairs on pneumatic and electrical controls.
- Performs preventive maintenance regularly.
- Install and make electrical circuit repairs on specialized equipment such as refrigeration units, water heaters, dish washers, electric motors, hot plates, fans, ovens, dishwashers, and other similar equipment.
- Maintain commercial and residential laundry equipment.
- Install, maintain, and repairs smaller electric motors, generators, and related moderately and complex electrical, electronic, and mechanical equipment.
- May be asked to work in trade areas such as Electrical, plumbing, etc. Individuals will be crossed trained in such areas.
- Basic computer skills.
- Work an on-call schedule.
- Potential to earn overtime.
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the principles and practices applied in the installation, maintenance, and repair of building HVAC systems, standard electrical appliances, and other moderately complex electrical mechanical equipment.
- Considerable knowledge of the principles and practices applied in the safe and efficient use of tools, materials, and equipment employed in the HVAC trade.
- Maintain parts and tool inventory.
- Considerable knowledge of state and national electrical codes.
- Skill in the detection, diagnosing, troubleshooting, and repairing of defective HVAC circuits and systems.
- Proficient in duct work installation, sizing, and repair.
- Ability to read and troubleshoot HVAC and electrical control circuits using wiring diagrams.
- Ability to work from penciled sketches, building blueprints, and architectural drawings.
- Ability to understand and follow oral and written instructions.
- Demonstrate effective communication skills.
- Self-motivated and trainable.

#### **REQUIRED QUALIFICATIONS**

- Current Driver's License
- High school diploma, General Education Diploma (GED), or higher

#### **AND**

- Associate degree or Certificate in Air Conditioning and Refrigeration from an accredited post-secondary college, or completion of an apprenticeship in the trade or considerable experience working under a journeyman HVAC Technician.
- Universal certification for handling, recovering, and claiming freon.

#### **OR**

- Knowledge and experience in the Air Conditioning and Refrigeration area with 5 + years training in the field of HVAC.
- United States Military HVAC certification of 4 + years of documented HVAC training and experience.

#### **PREFERRED QUALIFICATIONS**

- North American Technician Excellence certification (NATE)
- State of Alabama, Heating, Air Conditioning & Refrigeration Contractors License

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

#### **PHYSICAL DEMANDS**

- Work is essentially sedentary with occasional walking, standing, bending, and carrying.

## **WORK ENVIRONMENT**

- Work on roofs.
- Works in attics, mechanical rooms, etc.
- Hot, cold, indoor, and outdoor working conditions.

## **CONDITIONS OF JOB OFFER AND EMPLOYMENT:**

- Possess and maintain a valid Driver's License- must be insurable to drive county vehicles.
- Complete Background Check (repeated periodically during employment) including, but not limited to:
  - Social Security Record Inquiry
  - Criminal History Inquiry
  - Sex Offender Database Inquiry
  - Motor Vehicle Report/Driver's License/Driving Record Inquiry
  - Past Employment Verification
  - Education Verification
  - Subject to Criminal Justice Information Systems (CJIS) background standards.  
Candidates who receive a conditional offer of employment must be fingerprinted and will have their fingerprints used to check the Criminal History Records of the State of Alabama Public Safety and the Federal Bureau of Investigation. Any records returned will be reviewed to determine the candidate's suitability for the job.
- Pre-employment drug test at county designated test location
- E-Verify Eligibility to Work in United States
- Six Month Probationary Period
- Work a minimum of 40 hours per week and beyond normal work shift or schedule