

<b>ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION</b>	
<b>POSITION TITLE:</b> Maintenance Tech IV (HVAC)	<b>DATE:</b> 7/28/2021
<b>DEPARTMENT:</b> Maintenance & Operations	<b>GRADE/LEVEL:</b> 5

**Position Summary** (Primary Function)

This position participates in difficult technical and skilled trades in the maintenance and repair of airport buildings and related facilities. This position will be responsible for maintaining, troubleshooting, and repairing a variety of facilities. Specifically, to include a Central Energy Plant that supplies the main terminal. Facilities maintenance activities may include but not be limited to heating and air conditioning, plumbing, lighting systems, mechanical, electrical, and electronic systems. Work requires significant independence and initiative. This position requires significant knowledge of building automation controls and hydronics to include boilers, chillers, pumps, and cooling towers is required. Significant knowledge of air handling units, VAV boxes, control valves, variable speed drives and exhaust fans is required. Work also requires coordination with a variety of airport officials in determining needs and priorities. Work involves assigning and inspecting work, and quality control. Participates in budget projections and purchasing. This employee may be on-call as assigned. Requisitions all supplies and equipment required to maintain the airport terminal. Maintains airport equipment and facilities in good working condition. Work is performed under the general supervision of the Airport Maintenance Supervisor and is evaluated through conferences, inspection of work, and reports for quality, appearance, functionality, and safety.

**Responsibilities** (Essential Duties)

- Maintains current knowledge of all Asheville Regional Airport Authority rules, regulations, and policies.
- Assists in establishing policies, procedures, and practices governing the maintenance and repair of airport terminals.
- Participates in a variety of skilled trades and technical work including HVAC system repair, planning, and preventive maintenance; plumbing repairs, and installations; carpentry renovations and repairs; electrical and electronic system installation, maintenance, and repairs; and a variety of general maintenance work.
- Researches, establishes, and performs the HVAC Preventive maintenance program, work cycles, and schedules. Maintains required licenses and certifications.
- Assures compliance with all applicable OSHA and EPA requirements. Maintains control of hazardous chemicals, substances, and waste within area of responsibility.
- Coordinates and schedules contracted installations and repairs with the Airport Maintenance Supervisor.
- Assists maintenance employees on electrical repairs of airfield and street lighting; janitorial maintenance of main terminal; maintaining grounds; repairs to baggage conveyors; check and service main terminal heating cooling systems, compressors, pumps, lighting and aircraft loading bridges in a constructive, team performance manner.
- Monitors the HVAC preventive maintenance program.
- Assists with Boiler Safety compliance for the airport authority and its tenants.
- Investigates, reviews, and coordinates activities with vendors, contractors, and others.
- Prepares and maintains a variety of records and reports.
- Assists the Airport Maintenance Supervisor with coordinating the operation and maintenance of HVAC, Fire Alarm, and Elevators with staff, and other airport officials.
- Maintains material safety data sheets for all chemicals used in building maintenance.

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- Prepares list of cost and submits for proposed budget; estimates cost of repair and maintenance projects; orders supplies, tools, equipment, and other needs.
- Performs all related tasks as required.

**Education Requirements** (Evaluation Factors: Skills, Education, Experience, and Ability)

- Associates degree preferred in related trade area, considerable related experience; or combination of education and experience that produces the required knowledge, skills, and abilities listed above.
- Proficiency in the use of computers is necessary.
- Excellent verbal, written, and interpersonal communication skills.
- This position requires skills in prioritization, organization, verbal communications and interpersonal relations, and the ability to manage multiple projects simultaneously.

**Experience Requirements**

- 5 to 10 years work experience in HVAC/ facilities maintenance.
- Thorough knowledge of principles and techniques of maintaining a central energy plant.
- Thorough knowledge of the methods, tools and equipment used in the assigned trades.
- Ability to learn and maintain a thorough knowledge of FAA/FAR certification and security regulations and requirements.
- Thorough knowledge of safety regulations, occupational hazards, and related safety precautions.
- Some knowledge of organizational budgeting and purchasing systems.
- Ability to detect broken or worn parts; ability to diagnose malfunctions and take corrective action.
- Ability to read blueprints and schematic drawings.
- Ability to evaluate programs, prepares concise organized reports, understand and communicate clear oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.

**Special Knowledge, Skills and Abilities**

- Works extended snow and ice events including nights and weekends.
- Must obtain Airfield driver's privilege.

**Supervisory Responsibility**

- None at this time

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**Licenses Required**

- Valid North Carolina Driver's License

**Certifications Required**

- HVAC/refrigerant certification.

**Latitude/Independent Judgment/Accuracy**

- The Maintenance Supervisor establishes workflow for the position.
- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process will prevent injury/damage.
- Responsible for own work but must coordinate work with others.

**Other Requirements**

- Must be able to complete and pass a background investigation as required by the Federal Government.

**Working Conditions**

- Physical Demand - Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, feeling, talking, hearing, grasping, and repetitive motions.
- Work in this position is heavy work exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or 20 lbs. of force constantly to move objects.
- This position requires visual acuity to analyze data and figures, operate a computer terminal, perform extensive reading, make visual inspection of small parts, use measurement devices, fabricate parts, perform skilled trades work, operate machinery, and to determine the neatness and accuracy of work.
- Subject to inside and outside environmental conditions, including extreme hot and cold weather, noise, vibration, physical hazards, atmospheric conditions, oils, close quarters, and narrow passageways.
- This employee may be required to wear a respirator.
- Work hours are dependent upon airport needs. On-call 24 hours, seven (7) days a week. May have to work longer hours to complete responsibilities and assignment.
- Required to have the visual acuity to analyze data and figures, operate a computer terminal, perform extensive reading, operate machinery including a fork-lift, snow removal equipment, and other mechanical equipment as needed.

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**Special Note:** This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements; however, this document is not intended to cover every aspect of the position. The Maintenance Technician IV (HVAC) is expected to perform other related duties as assigned from time to time in a compliant and motivated manner.

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