



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 160-20

OPENING DATE: 11/02/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: HVAC Technician
PAY GRADE: NE8 (\$21.26/hr. - \$28.70/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Facilities Supervisor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Performs general and preventive maintenance, installation, service, and repair for HVAC equipment, residential and commercial kitchen appliances, refrigeration, and other related equipment.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Installs, diagnoses, inspects, repairs, maintains and services a wide variety of heating, ventilation and air condition equipment and systems.
- Inspects systems to ascertain cause of malfunction; repairs or replaces and maintains HVAC systems in Tribal facilities.
- Schedules and performs monthly preventive maintenance inspections on all HVAC equipment and appliances.
- Installs new equipment and systems.
- Makes necessary repairs to maintain the property operations; responds to repair orders promptly and efficiently to avoid service disruption.
- Assists with contacting and coordinating work with outside vendors on HVAC and equipment.
- Ensures and performs maintenance, servicing, remodeling, troubleshooting, and repair tasks; examines various electrical systems and makes recommendations for new equipment, repairs, and modifications.

- Responds and takes appropriate actions in the event of emergency or critical incidents, i.e. system failures, fires, flooding, or other emergencies.
- Installs HVAC for construction projects (rough-in-and top outs) from start to finish.
- Perform gas-fitting work.
- Uses combustion test equipment to ensure that the system will operate safely and at peak efficiency.
- Repairs and maintains low-pressure hot water systems, gas wall heaters, ventilation units and air conditioning units.
- Replaces fans, belts, motors, gaskets, filters, and compressors, and lubricate parts.
- Adjusts and installs switches, gauges, thermostats, valves, tubing transformers, pressure regulators controllers, and other parts as needed.
- De-scales tubing, cuts and treads pipe to make pipe and electrical connections.
- Adds refrigerants and oil, and tests for defective parts.
- Determines requirements for parts, materials, supplies, tools, and equipment; establishes cost of repairs and equipment replacement.
- Operates specialized machinery, equipment and tools utilized in the repair and maintenance of heating, ventilation and air conditioning.
- Prepare estimates of material, time and labor, and orders supplies as requested.
- Instructs, leads, and supervises lesser skilled tradesman as needed.
- Performs quality control and inspection duties related to trade as needed.
- Responds to emergency calls.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Four years HVAC experience.
- MM-98 Journeyman.
- EPA Certification.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of HVAC installation, troubleshooting, repair and maintenance.
- Knowledge of refrigerant recovery.
- Knowledge and ability to order parts, supplies or service manuals related to equipment or repairs.
- Skill in the proper and safe use of all tools.
- Ability to produce a quality workmanship on a consistent basis.
- Ability to read, understand, follow, and enforce safety procedures, operating and maintenance instructions and procedure manuals.
- Ability to use hand and power tools applicable to trade.
- Ability to perform preventive maintenance according to published guidelines.

- Ability to use computer-based monitoring and control devices in maintaining and troubleshooting HVAC systems.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with others.
- Ability to prepare records and reports.
- Ability to supervise and instruct unskilled workers.

PHYSICAL DEMANDS:

- Work involves a significant amount of standing, walking, bending, kneeling and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; climbing and balancing; working in confined spaces.
- Position requires frequent lifting and carrying items up to 50 lbs.

WORK ENVIRONMENT:

- Work is performed indoors and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Exposure to refrigerants or chemical fumes may occur.
- Work requires use of safety equipment, safety-toe shoes, respirator, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Must supply own tools.
- Evening, weekend, and emergency work may be required.
- Travel may be required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.