

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

*Class Title:* HVAC Station Operator *BOT Date:* 10/1/96

*Level:* J *FLSA Status:* Non-exempt *Class Code:* N1015 *Adm. Rev:*

### GENERAL DESCRIPTION

Operates and maintains safe, effective and efficient heating and cooling systems in the College's facilities on assigned campus(es).

### KEY RESPONSIBILITIES

### % OF TIME

- |     | KEY RESPONSIBILITIES                                                                                         | % OF TIME |
|-----|--------------------------------------------------------------------------------------------------------------|-----------|
| 1.* | Operates and monitors HVAC equipment utilizing the computerized Energy Management System.                    | 25%       |
| 2.* | Performs preventive maintenance and repairs of equipment.                                                    | 25%       |
| 3.* | Monitors and inspects conditions of buildings and equipment with walk-throughs.                              | 25%       |
| 4.  | Performs general maintenance/work orders as assigned to include plumbing, electrical, building repairs, etc. | 15%       |
| 5.  | Provides support to contractors as needed.                                                                   | 5%        |
| 6.  | Orders and/or picks up supplies as needed.                                                                   | 5%        |
| 7.  | Performs other similar and related duties as assigned.                                                       |           |

\* Indicates an "essential" job function.

Position Title: HVAC Station Opr	Class Code: N1015	Position Level: J
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Vocational or Technical School required.	
<i>Work Experience:</i>	2 to 3 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on non-specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on non-specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.	