| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 2/2/2024 | FS9679, FS9929 & FS9930 | Journeyman HVAC | FA9535 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Administrative Services | Physical Plant | Facilities Maintenance | 49-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  FMA | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  \_\_\_\_ Hrs/Week | **Pooled Position:** | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The primary responsibility of the Journeyman HVAC is to Install, Maintain, & Repair HVAC systems and equipment of College facilities following recognized procedures and techniques of the HVAC trade. The Journeyman HVAC will also Direct College Hired Contractors, Coordinate work with other trades and Participate in meetings and review College projects. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| N/A |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 60% | 1 | **Installation, Maintenance, & Repair Responsibilities**   * Install low voltage electrical, electronic components, pneumatic systems and thermostats of HVAC systems. * Install filters, belts, fan coils, etc. * Install new and replacement HVAC equipment and components. * Maintains items such as, but not limited to: air compressors, chillers, cooling towers, air cooled units, heat pumps, boilers, roof top units, chilled water systems, as well as refrigeration systems. Air distribution; duct work sizing, removal and installation. * Performs analysis and troubleshooting with Energy Management Systems software such as Siemens, Honeywell, or JCI. * Records & understands, documents and tracks preventative maintenance activities to include filters, belts, fan coil units, etc. * Maintains mechanical and structural supports for equipment footprint. * Maintains building mechanical specifications and as-builts to be current and accessible to Facilities staff. * Maintains an in-house inventory for frequently used materials and emergencies. Obtains and requests materials, parts, and equipment for order, as needed and approved. * Repairs items such as, but not limited to: air compressors, chillers, cooling towers, air cooled units, heat pumps, boilers, roof top units, chilled water systems, as well as refrigeration systems. Air distribution; duct work sizing, removal and installation. * Maintains a clean & safe work environment in all Facility spaces. Follows College Fleet Maintenance guidelines for assigned vehicle and follows Occupational Environmental Safety (OES) procedures. |
| 30% | 2 | **Direction,** **Coordination & Participation Responsibilities**   * Provides direction to College hired Contractors relating to projects associated with HVAC trade. * Assists coordinates, and collaborates with other trades as needed. * Participates and performs review of College projects and work with consultants (architects and engineers). |
| 10% | 3 | **All Other Duties as Assigned** |
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| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| **Accountability & Dependability**  Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor’s assistance when appropriate.  **Safety Focus**  Adheres to all workplace and trade safety laws, regulations, standards, and practices. Ensures work is performed in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains equipment and personal protective equipment in a safe working condition. Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.  **Decision Making & Judgment**  Makes timely, informed decisions that take into account the facts, goals, constraints, and risks. Finds solutions that are acceptable to diverse groups with conflicting interests and needs. Weighs the pros and cons of each option before deciding and moving forward.  **Teamwork**  Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.  **Staff Management**  (If Applicable). Manages staff in ways that improve their ability to succeed on the job. Gives staff ongoing, constructive feedback on their performance and progress in light of expectations and goals. Holds timely discussions and performance reviews. Let’s staff know what is expected of them and holds them accountable. Differentiates between high and low performance. Rewards and recognizes hard work and results. Addresses performance issues promptly and corrects poor performance. Treats all staff fairly and consistently. Shares accountability when delegating. Involves staff in setting their performance goals.  **Customer Focus**  Builds and maintains customer satisfaction through Facilities Service Delivery by: seeking ways to improve service delivery; assessing the quality of the services from the customer’s point of view; recognizing adverse customer reactions and developing better alternatives; emphasizing a team approach to providing great customer service.  **Fiscal Accountability**  Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions. Safeguards fiscal resources, and adheres to all internal control procedures designed to prevent and detect theft or misuse of funds. Keeps current on fiscal procedures, principles, and standards.  **Diversity**  The ability to: exhibit acceptance of others; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases.  **Multiculturalism**  Values open-mindedness, inclusion, multicultural perspectives and multiple ways of knowing, thinking and being by: helping create a work environment that embraces and appreciates diversity; sees the value of cultural, ethnic, gender, and other individual differences in people; strives to eliminate barriers to diversity; fosters a climate of inclusion.  **Tact**  Diplomatically handles challenging or intense interpersonal situations by working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.  **Knowledge**  Knowledge of College, state, and federal safety policies/procedures related to the HVAC industry as it pertains to operations here at the college and conducts themselves accordingly. Knowledge of HVAC installation, maintenance, repair that would be expected from 5 years of progressive commercial/industrial experience. Broad knowledge of building mechanical systems, utility infrastructure, and best practices regarding campus facilities, safety, construction & design.  **Ability**  Ability to work from scaffolding, ladders, and powered/mechanical lifts as required. Ability to operate computers, software, Microsoft Office, end electronic devices associated with college procedures. Ability to communicate effectively and professionally with internal & external customers of the college. Ability to master the use of measuring/testing instruments and equipment. Ability to be a team player and believe in "doing it right the first time" and is able to work with minimal supervision under tight deadlines. Accept and participate in the colleges strategic goals as it pertains to Resource Management and Fiscal Responsibility. Ability to work any shifts on any schedule as well as be available for on call work. Ability to operate college owned vehicles, equipment, lifts, etc. |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| **Required**   * High school diploma or equivalent. * Significant experience as a full-time Journeyman HVAC (with appropriate trade school certifications and completion of apprenticeship training) or Significant continuous experience and qualifications in servicing, installing and maintenance of commercial/industrial HVAC equipment. * Significant experience in Automated Control Systems such as Siemens, Honeywell or Johnson Controls. * Demonstrated experience working with chillers, boilers, air handlers, and VFD’s. * Refrigeration Transition and Recovery, EPA Section 608 Universal Certification (provide proof of certificate). * Demonstrated experience working with manuals, diagrams, blueprints, project layouts, specifications and troubleshooting. * Demonstrated experience performing maintenance in a school/college/university plant environment. * Must have less than 6 points on driving record with a valid MI driver’s license.   **Preferred**   * Mechanical Contractor License * Commercial and industrial construction and maintenance experience. * Demonstrated experience commercial and industrial heating, ventilation and air conditioning (HVAC) projects and service, including new construction, retrofits, remodels and plant expansions. |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Carl Konopaska **Supervisor’s Signature:** Carl Konopaska **Date:** 02/20/2024

**Dean/ELT’s Name:** Chris MacKersie **Dean/ELT’s Signature:**  **Date:**  02/20/2024

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe \_ **Date:**  2/21/2024

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** FS9929 & FS9930 **Date:** **2/2/2024 Supervisor’s Position #:** FA9535

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Cleaning supplies for fleet

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises