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| **Job Description** | | | |
| **Job Title:** | HVAC/R Journeyman | **Location:** | Headwaters Complex C |
| **Department:** | Physical Plant/Facilities | **Reports To:** | Supervisor-Maintenance |
| **Division:** | Administrative Services | **Pay Grade:** | C15 |
| **FLSA Status:** | Nonexempt |  |  |

**SUMMARY**

The primary purpose and function of this position is to maintain and/or upgrade the Building Automation System (BAS), including Heating, Venting, Air Conditioning/Refrigeration (HVAC/R), to maintain the best possible environmental conditions for the students, employees and visitors to North Idaho College, while providing critical energy conservation.

**Essential Duties and Responsibilities**

This list includes, but is not limited to the following:

* Engineers, manages, and maintains systems to achieve optimum performance levels, including but not limited BAS, BMS (building management systems), fume hoods and biosafety cabinets.
* Updates, modifies and continuously improves logic-based systems such as ladder logic, relay logic, PID loops (Proportional Integral Derivative), motor controls, multiple HMI’s, pneumatic, electric and mechanical devices.
* Installs and supports college’s HVAC computer networks such as Arcnet and Bacnet, and related networking products.
* Responsible for comprehensive and ongoing account administration including account build and access, all levels of account troubleshooting, access rights and access control lists.
* Supports and tests control application software and programs to ensure applications and programs meet inter-operability requirements as well as vendor-stated specifications and stated documentation.
* Coordinates and collaborates with vendors and other departments to design and deploy comfort control and lighting interfaces.
* Provides a high level of technical expertise and studies vendor products to determine those which best meet institutional needs for system design and application.
* Orders and manages the inventory of parts for all HVAC/R and gas-fired heating equipment.
* Responds to temperature-related trouble calls from students, faculty, staff, and visitors.
* Maintains availability for shift work, on-call, and/or irregular schedules, including weekends, to keep NIC safe and operational. Responds to emergency calls, to include a rotating 24-hour on-call shift.
* Adjusts schedule as needed and demonstrates flexibility to work in department with highest priority as assigned.
* Assists with snow removal and operates snow removal equipment as required.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

# Marginal Duties

* Assists other trades as needed, including but not limited to building repair and maintenance, plumbing and water quality, landscape maintenance, custodial services, fleet services furniture moving, and freight deliveries. Accepts direction from supervisor of assigned department(s).
* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

High School diploma or general education degree (GED) and a minimum of five years full-time equivalent HVAC/R experience required. Direct Digital Controls programming experience preferred.

**Licenses and Certifications:**

* Journey Level HVAC/R license for the State of Idaho, or the ability to obtain licensure in the State of Idaho within six months
* North American Technician Excellence (NATE) certification, or the ability to obtain certification within six months, including required continued education to maintain certification
* EPA 608 Universal Refrigeration License, or the ability to obtain license within six (6) months
* Must possess a valid driver’s license

**Preferred Licenses and Certifications:**

* HVAC Electrician License
* Heating Mechanic ll
* Boiler Operator

**Knowledge, Skills and Abilities**

* Knowledge of standard trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades
* Knowledge of control feedback loops
* Ability to read, write and understand verbal and written instructions, including those accompanied by sketches or blueprints

# Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements are typical of a facilities position that involves regular exposure to an outdoor setting. May include exposure to tools, equipment, and inclement weather. Involves sitting, regular standing, walking, moving, and frequently lifting, pushing, pulling and carrying objects up to 10 pounds and occasionally up to 50 pounds or more with or without assistance. The employee is occasionally exposed to high, precarious places; fumes or and airborne pathogens; toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock, and may work with vibration causing tools or equipment. The noise level in the work environment is usually loud.

August 2024