

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AM016 HVAC Technician
POSITION #/TITLE: HVAC Technician	Adopted: 03-12, 6-14, 01-24
	Revised: 11-24

POSITION DESCRIPTION

Dept /Division: The Eastern Iowa Airport Maintenance	Manager Level: Non-Manager
Salary Plan/Description: Airport Maintenance APM/Bargaining Unit	Salary Grade: CG
Reports To Position #/Job Code #/JC Title: 0599/AN006/Airport Facilities Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications
Personal Protective Equipment: Eye, Foot, Hearing	

General Statement of Duties

Provides technical maintenance services to Airport facilities by installing, maintaining, and repairing electrical, mechanical, and inline baggage conveyor equipment. Provides maintenance of all system HVAC.

Distinguishing Features of the Class

Works under general supervision or independently and exercise considerable discretion in many instances in work method and schedule, including the ability to lead co-workers in various project assignments, for which the assigned project may be in employee's field of experience.

Examples of Essential Work (Illustrative Only)

Installs, repairs and maintains HVAC equipment and system for terminal facilities and Airport facilities as assigned;
Installs, repairs and maintains electrical, mechanical, and inline baggage conveyor systems;
Installs, repairs and maintains electrical distribution systems, motors and other electrical equipment in the airport terminal and other airport facilities as assigned;
Repairs and replaces lighting fixtures and bulbs;
Monitors Energy Management Systems for various buildings;
Performs minor repairs to Airport facilities, plumbing and carpentry repairs;
Performs other maintenance functions as assigned;
Performs snow removal duties as needed;
Reviews plans for new installation of facility equipment;
Performs all work duties and activities in accordance with Commission policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of basic electrical and electronic theory, electrical safety, circuit design, functions of transformers and associated electrical and electronic equipment;
Knowledge of standard practices and theory of HVAC, refrigeration systems, and mechanical systems;
Skill in reading electrical schematics;
Skill in methods and techniques of electrical system installation, maintenance and repair;
Skill in interpersonal relations as applied to contacts with facility users;
Ability to operate or use the following equipment and tools: hand and power tools; electrical/electronic testing devices; standard safety equipment;
Ability to use a personal computer with a variety of Windows based programs;
Ability to work under general supervision and exercise discretion in work methods and schedules;
Ability to react quickly when operating or working around equipment;
Ability to work cooperatively, communicate effectively, and to maintain effective internal and external customer relations to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Requires a minimum of two-years' experience in maintenance of HVAC equipment and systems, and a minimum of one year experience with electrical and mechanical equipment maintenance; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License;
Pass and maintain security background check as required by Transportation Security Regulations;
Refrigeration certification required. Available for recall during non-duty hours for emergencies and other required duties. Backflow certification within six months of employment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate machinery.

Position Description Approval

Director must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

Name: (<i>Person completing form</i>)	Carl Williams
Title:	Airport Facilities Supervisor
Date Approved:	11/18/2024

Name: (<i>Person completing form</i>)	Marty Lenss
Title:	Airport Director
Date Approved:	11/18/2024

Labor & Personnel Committee Approval

Name and Title:	Barry Boyer, Airport Commission Personnel Committee Chairman
Date Approved:	11/18/2024