



DUTCHESS COUNTY  
CLASS SPECIFICATION

**Heating and Ventilating Technician**

DATE ADOPTED: 06/11/1985

LAST REVISION: 4/17/26

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is skilled maintenance work involving the responsibility for the operation, maintenance and repair of building heating, ventilating, air conditioning and plumbing\* systems. Work is performed under the general direction of administrative personnel. Supervision is not normally a function of this position, however, large projects may require the supervision of Building Maintenance Mechanic (Heating and Ventilating) employees. Employees are required to report to work as needed to cover emergency situations and to participate in snow and ice control activities.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Services, repairs, and replaces heating, ventilating, air conditioning and plumbing equipment and systems;
2. Repairs and replaces electrical controls, thermostats, relays, pumps and related equipment;
3. Investigates complaints concerning heating and ventilating and resolves them;
4. Operates and troubleshoots Building Management Systems (BMS);
5. Makes emergency repairs to equipment and takes emergency action in connection with equipment failure to ensure reinstatement of serviceability;
6. Installs and repairs electrical systems;
7. Installs and repairs plumbing and piping;
8. Makes recommendations in the purchase of equipment and supplies;
9. Participates in snow and ice control activities, which may include working overtime hours, reporting to work early, or reporting to work on scheduled days off, in cold and wet conditions;
10. Assists with development of equipment replacement planning;
11. May work from building plans, blueprints, diagrams, drawings, and manuals to plan and lay out the placement, type and proper operation of larger commercial and some smaller boilers;
12. May be required to operate a motor vehicle in connection with assignments.
13. May diagnose and resolve technical issues related to control and monitoring, primarily HVAC systems, lock systems, security and generators;
14. May use analytical and technical tools to identify problems with digital controls, actuators, sensors, relays, transducers, and mechanical controls;
15. May install, modify, and maintain system hardware by participating in existing system expansion and new system installations which may require installing control panels, conduit and wiring.



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**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of the common practices, tools, terminology and safety procedures of heating, ventilating, air conditioning, plumbing\* and related equipment;
- Knowledge of various types of Building Management Systems;
- Knowledge of digital control concepts;
- Ability to repair and maintain heating, air conditioning and plumbing\* equipment in a safe and efficient manner;
- Ability to act quickly and efficiently in the event of a mechanical failure;
- Ability to understand and follow oral and written directions;
- Personal Characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Five (5) years of full-time paid work experience which primarily involved the independent performance of skilled installation, repair and maintenance of commercial, industrial or institutional heating, air conditioning and ventilating equipment and related systems.

**NOTE:** Credit hours in technical training related to Heating and Ventilation may be substituted for a maximum of two (2) years of work experience. Thirty (30) credit hours are equivalent to one (1) year of work experience.

**SPECIAL REQUIREMENT:**

A department head may require the possession of a valid New York State Driver License at time of appointment and to maintain position.

\*In those agencies where heating and ventilating units include plumbing responsibility for the agency.

Must possess a valid EPA Section 608 Universal Certification by an EPA-approved certifying organization at time of application and to maintain position.

Must obtain HFO/A2L safety certification within (6) six months of appointment. Such certification must remain valid to maintain position.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: CSEA</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>
<b>GRADE: 14</b>	<b>FLSA Code: OT Eligible</b>
<b>REVISION HISTORY: 07/10/92 10/29/93 01/27/98 10/27/15 11/27/03 3/12/24 4/17/26</b>	