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Heating and Air Conditioning Controls Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV417	**Trades, Crafts and Other Skilled Work**	**Heating and Air Conditioning Controls Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**September 9, 2026**

The Heating and Air Conditioning Controls Specialist, under general supervision, performs various tasks and assignments related to the installation, repair, troubleshooting, operation, and maintenance of direct digital control heating, ventilation and air conditioning, (HVAC) systems.

Job Description

DUTIES AND RESPONSIBILITIES

- Responsible for the programming, diagnosis, and repair of direct digital control HVAC ICS, Trend, Tracer-Summit and/or Metasys systems.
- Assists in the scheduling of the preventative maintenance schedules and monitoring of such units to ensure maximum up time.
- Assists the HVAC supervisor in the development of standards and specifications for direct digital controls systems acquired by the County.
- Assists other personnel in the maintenance and/or repairs of HVAC systems when necessary.
- Reviews and provides daily/weekly/monthly documentation/feedback concerning control system functions, uptime, and maintenance and repair trends.
- When necessary, assists supervisor in maintaining documentation for training and communication purposes.

- Engages with direct digital control HVAC (DDC HVAC) vendors to obtain technical information concerning repairs, installations, and preventative maintenance measures.
- Performs tasks at the level authorized by current journeyman licenses.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Three (3) years of experience in programming, diagnosis, evaluation, troubleshooting, repair, maintenance and installation of direct digital control heating, ventilation and air conditioning systems.
- Possess a current and valid Electrical Journeyman license, Journeyman Refrigeration license, Level Two Technician Certification in Programmable Logic, or EPA 608 Certification.
- Employee must have a valid New Mexico driver's license by employment date and maintain a valid NM driver's license while employed in this position.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Copies of training certificates or trade licenses must be provided at time of application.

WORKING CONDITIONS

- Performs work both indoors and outdoors, and is exposed to extremes of heat, cold, and humidity.
- Works in extreme weather conditions as required.
- Worker is exposed to intermittent noise and vibration factors.
- Worker may be "on call" for emergencies, and work at any hour.
- Work is performed on hard surfaces, in occasionally wet conditions.

- Work hazards include steam; climbing ladders, catwalks, and scaffolds; entry into crawlspaces and sewers; operation of a county vehicle; risk of lacerations, burns, contusions and other injuries; and exposure to high pressure fluids and gases.
- Work may include those of a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee will operate a county vehicle in the course of performing job responsibilities. Utilizes telephone, and pager.
- Utilizes hand tools, voltage meters, ohm meters, other test instruments and other common electrical equipment.
- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, and fax machine.
- Utilizes common HVAC equipment including wrenches, snips, riveter, sheet metal forming equipment, brazing torch, welder, saws, pipe threader, hand tools, small power tools, ladders, and other customary equipment.
- Acids, solvents, lead soldering flux, pipe thread lubricants and sealants.
- Safety equipment may include safety goggles, hardhat, and rubber boots.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to understand and communicate in English.
- Must be able to measure accurately and read blueprints.
- Must be able to demonstrate initiative.
- Must have good basic mathematical abilities.

PHYSICAL FUNCTIONS

- Ability to lift up to 100 pounds occasionally from ground to waist, or from waist to ground.
- Ability to work in a prone, supine or crouching position up to 30 minutes at a time, and up to six (6) hours in a day.
- Ability to work with arms extended out from torso, or above head for up to 30 minutes at a time, and up to six (6) hours in a day.
- Ability to bend and twist/rotate at the waist with ease at any time throughout the workday.

- Ability to push/pull with arms with a force of up to 100 pounds.
- Ability to use wrists, hands, and fingers in a bilaterally coordinated fashion to manipulate tools and work materials.
- Ability to maintain balance and coordination while climbing ladders and service catwalks.
- Ability to tolerate working in enclosed, cramped spaces.
- Ability to hear sufficiently to perceive leaks and hear instructions and warnings.
- Ability to coordinate use of hands and eyes.
- Ability to use hands effectively in the absence of visual cues.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.