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Heating and Air Conditioning Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV418	**Trades, Crafts and Other Skilled Work**	**Heating and Air Conditioning Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**July 13, 2026**

The Heating and Air Conditioning Specialist, under general supervision, performs various tasks related to maintenance and repair of heating, ventilation and air conditioning (HVAC) systems.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs scheduled and preventive maintenance including lubrication of fans, motors and control units on a variety of different types of HVAC systems to ensure proper functioning.
- Tests systems on a regular basis and makes repairs as needed.
- Plans and sketches or follow blueprints for new and modified HVAC installations to accommodate various renovation and structural changes which affect heating and air conditioning systems.
- Installs all types of HVAC units, and connects and fabricates all related apparatus including ducts, pipes, compressors, motors, fans and controls.
- Serves in a lead capacity as necessary on various heating and air conditioning installation and renovation projects.
- 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.
- Five (5) years of experience in the maintenance and repair of HVAC equipment.
- Requires the Journeyman Refrigeration license.
- Requires 40 CFR part 82m Subpart F Certification
- Requires Boiler Operator Class II high pressure license within nine (9) months from date of hire.
- Ability to read and understand oral and written instructions in English.
- Ability to read and follow blueprints and other instructions.
- Knowledge of refrigeration theory.
- Knowledge of the safe and efficient use of the tools and equipment described in this description.

*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 all current training certificates and/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

- Utilizes county vehicles, telephone, and pager.
- 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.