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HVAC Technician Lead

JOB CODE	JOB FAMILY	PROFILE
JCV423	**Trades, Crafts and Other Skilled Work**	**HVAC Technician Lead**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**August 21, 2025**

Under general supervision, perform various tasks related to maintenance and repair of cooling, ventilation and heating systems including direct digital control and energy management systems.

Job Description

DUTIES AND RESPONSIBILITIES

- Responsible for daily operation of direct digital control (DDC), heating ventilation, air conditioning (HVAC), computer equipment, security and other related systems at assigned building locations.
- Read reports and modify set-points to manage site operations on a daily basis, listing points currently in alarm and take corrective action to restore to normal operation..
- Perform manufacturer-specified preventative maintenance on all HVAC systems and associated motors and pumps.
- Keep accurate logs and work orders of work performed on all HVAC, Building Management and related mechanical systems.
- Schedule, coordinate and supervise repairs or changing out of HVAC system air filters by other workers.
- Responsible for daily adjustments of comfort limits; schedule equipment start and stop times; schedule equipment settings for holidays and calibrate analog points.

- Troubleshoot and diagnose problems associated with solenoid valves, relays, dampers, thermostats, variable speed motor control and pump controls.
- Test and repair systems on a regular basis. Perform preventative maintenance to ensure proper functioning of chillers, boilers and air handling equipment.
- Install and mount units on platforms or floors connecting motors, compressors, fans and controls.
- Fabricate, assemble and install duct-work using metal working tools and welding equipment.
- Cut, thread and join pipes and tubing.
- Troubleshoot variable air volume (VAV), fan power boxes and repair, adjust or replace faulty parts or associated controls.
- Test continuity of circuit to ensure electrical compatibility and safety of all components.
- Inform supervision or management of complications, changes or adjustments on work assignments.
- *The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

- High school diploma or GED, plus five (5) years experience in maintenance of and/or repair of HVAC equipment with one (1) year experience as an energy management system technician. Supervisory/lead experience preferred.
- Requires a current Journeyman Boiler or Air Conditioning and Refrigeration license plus certification in 40 CFR part 82, Subpart F.
- MM-3 Heating, Ventilation & Air Conditioning contractor’s license preferred.
- Certified computer operator currently training in the field preferred.
- Knowledge of heating and refrigeration theory.
- Knowledge of the correct and safe operation and/or use of tools and materials used in HVAC work.
- Ability to understand oral and written instructions and to follow directions.
- Ability to read blueprints.
- Ability to operate a computer.
- Ability to maintain pleasant working relationships with superiors, co-workers, and other employees.
- Ability to communicate in both oral and written English.

ADDITIONAL REQUIREMENTS

SCREENING AND COMPLIANCE

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

- Employee must successfully complete the post-offer employment medical examination.
- This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing.
- Employee must comply with the safety guidelines of the County.
- Copies of training certificates or trade licenses must be provided at time of application.
- Employee must possess a valid New Mexico driver's license by employment date.

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 vehicle, telephone, and pager.
- Utilizes common HVAC equipment including wrenches, snips, rivets, sheet metal forming equipment, brazing torch, welder, saws, pipe threader, hand tools, small power tools, ladders, and other customary equipment.
- Acid, solvent, lead soldering flux, pipe thread lubricant and sealant.
- Safety equipment may include safety goggles, hardhat, and rubber boots.

FUNCTIONAL ANALYSIS

- **NOTE: You are not required to disclose information about physical or mental limitations that you believe will not interfere with your capability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a 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

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

PHYSICAL FUNCTIONS

- 1. Ability to lift up to 100 pounds occasionally from ground to waist, or from waist to ground.
- 2. Ability to work in a prone, supine or crouching position up to 30 minutes at a time, and up to six hours in a day.
- 3. Ability to work with arms extended out from torso, or above head for up to 30 minutes at a time, and up to six hours in a day.
- 4. Ability to bend and twist/rotate at the waist with ease at any time throughout the workday.
- 5. Ability to push/pull with arms with a force of up to 100 pounds.
- 6. Ability to use wrists, hands, and fingers in a bilaterally coordinated fashion to manipulate tools and work materials.
- 7. Ability to maintain balance and coordination while climbing ladders and service catwalks.
- 8. Ability to tolerate working in enclosed, cramped spaces.
- 9. Ability to hear sufficiently to perceive leaks and hear instructions and warnings.
- 10. Ability to coordinate use of hands and eyes.
- 11. Ability to use hands effectively in the absence of visual cues.