

## UW HEALTH JOB DESCRIPTION

<b>HVAC SPECIALIST</b>			
<b>Job Code:</b> 410037	<b>FLSA Status:</b> Non-Exempt	<b>Mgt. Approval:</b> W. Abbott	<b>Date:</b> 8.2018
<b>Department:</b> Maintenance & Engineering Services		<b>HR Approval:</b> K. Sawyer	<b>Date:</b> 8.2018
<b>JOB SUMMARY</b>			
<p>The nature of the services provided by this position may affect UW Health Patients, Visitors, Employees, and other departments. A wide variety of both internal and external relationships is involved in carrying out the duties of this position.</p> <p>The Heating, Ventilation, Air Conditioning (HVAC) Specialist is responsible for troubleshooting, repairing, adjusting, and modifying HVAC control systems (pneumatic, electric, and electronic equipment). The position is responsible for specialized advanced environmental controls and routine maintenance and repair of the HVAC environmental systems. The position may train operators on workstation procedures used to monitor and control the facility. This position may work in various locations owned or operated by UW Health. The Hospital and Clinic operations environment requires quicker than normal response to system and equipment failures.</p>			
<b>MAJOR RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>Review work orders and individual complaints to locate, identify, and troubleshoot equipment, and system malfunctions.</li> <li>Inspect malfunctioning controls or equipment to determine source of problem and decide on appropriate action to correct the problem.</li> <li>Install new, and remodel old control, systems, or components.</li> <li>Redesign existing controls and equipment for maximum efficiency.</li> <li>Balance air and water flow distribution to optimize system performance.</li> <li>Read printouts and interpret the information provided to make changes to the computer programs which control the operation of fans, chillers, pumps, dampers, and controls.</li> <li>Assist in the determination to incorporate existing systems with new equipment.</li> <li>Determine energy management savings and conservation.</li> <li>Work with and, at times, direct contractors and vendors hired by UW Health.</li> <li>Maintain records and written documentation associated with codes of all applicable local, state, and federal regulatory agencies.</li> <li>Maintain and repair pneumatic and electronic control systems.</li> <li>Perform HVAC analysis to recognize systems malfunctions, interpret diagrams and make appropriate repairs or adjustments to complete system.</li> <li>Review plans and specifications for new and remodeling projects and recommend changes and/or modifications.</li> <li>Order supplies using requisition system.</li> <li>Perform additional duties as assigned that may include assisting Trades or Maintenance Technicians.</li> </ul>			
<b>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</b>			
<b>JOB REQUIREMENTS</b>			
Education	Minimum	High School Diploma or GED	
	Preferred		
Work Experience	Minimum	Two years previous Heating, Ventilation, Air Conditioning and Building Automation System controls experience or combination of formal training and experience.	
	Preferred	Two years' experience working in a healthcare environment with specialized requirements (operating rooms, airborne isolation rooms, protective environment rooms etc.)	
Licenses & Certifications	Minimum		
	Preferred	<ul style="list-style-type: none"> <li>BOC (Building Operator Certification), or American Society of Heating, Refrigerating and Air-Conditioning Engineer (ASHRAE) or Operations &amp; Performance (O&amp;P) Management Certification or equivalent to the above.</li> <li>Environmental Protection Agency (EPA) certification</li> </ul>	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Valid Driver's License</li> <li>Knowledge of building automation and other computerized systems.</li> <li>Knowledge of and ability to diagnose and repair digital, electronic and pneumatic controls.</li> <li>Knowledge of sophisticated air handling equipment and associated parts.</li> <li>Knowledge and ability to maintain and adjust computer based environmental controls used to balance elements (i.e. inside temperature, humidity, air velocity, time of day usage, system capabilities, and energy efficiency).</li> <li>Ability to read and interpret design prints and controls drawings.</li> <li>Knowledge of building codes, and code requirements of regulatory agencies.</li> <li>Proficient with Microsoft Office Applications.</li> </ul>
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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/> Infants (Birth – 11 months)	<input type="checkbox"/> Adolescent (13 – 19 years)
<input type="checkbox"/> Toddlers (1 – 3 years)	<input type="checkbox"/> Young Adult (20 – 40 years)
<input type="checkbox"/> Preschool (4 – 5 years)	<input type="checkbox"/> Middle Adult (41 – 65 years)
<input type="checkbox"/> School Age (6 – 12 years)	<input type="checkbox"/> Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<b>X Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:	Must be able to bend, squat, kneel, work at heights from ladders/scaffolding/lifts/swing stages.		

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.