

As an HVAC Operator in Charge, you will ensure the safe, efficient, and continuous operation of HVAC equipment.

### **JOB DESCRIPTION**

- HVAC Operator in Charge
- Works under the general supervision of the Building Maintenance Trades Supervisor or the HVAC Operator Group Supervisor.
- Serves in the Terminal Services Division in the Engineering and Maintenance Department at Ronald Reagan Washington National Airport or the Utilities Division in the Engineering and Maintenance Department at Washington Dulles International Airport.

Makes technical and practical decisions during the shift to help ensure safe, efficient, and continuous operation of HVAC systems and equipment. Coordinates the resolution of problems related to utilities systems. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Receives and investigates all after-business-hours trouble calls and takes appropriate actions.
- Records reading of meters and gauges on high-pressure boilers, chillers, thermo ice-storage machines (IAD), and control panels. Adjusts controls as needed.
- Advises Supervisor when major malfunctions occur or when safety controls are not operating properly.
- Advises Interior Electrician (IAD) or Electrical OIC (DCA) of power related issues and alarms affecting equipment.
- Restarts boilers and chillers following power outages.
- Responds to miscellaneous alarm panels for electrical and water distribution systems.
- Trains new employees.
- Makes rounds of various machine rooms to ensure that the HVAC equipment is operating properly and makes minor repairs or adjustments.
- Responds to trouble calls and troubleshoots malfunctioning HVAC equipment.
- Assists HVAC Mechanics in preventive maintenance and repair of HVAC equipment.
- Applies the theories, principles, requirements, and standards of the trade and uses the full range of tools of the trade.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Five years of progressively responsible experience in the repair and maintenance of HVAC systems and equipment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Full performance (journey level) knowledge of and skill in operating, testing, diagnosing, maintaining, and repairing of a range of HVAC equipment and systems.

2. Ability to work independently, make decisions, take action, or direct the actions of others to maintain or restore service.
3. Ability to analyze data and information, including interpreting and applying schematics, diagrams, and manuals to troubleshoot and isolate system malfunctions.
4. Skill in using tools, technical manuals, schematics, blueprints, manufacturer's materials, and other equipment and guides in journey level HVAC work.
  - Ability to work safely and knowledge of the safety rules, regulations, and procedures to do so.
  - Ability to speak and write effectively.
  - Skill in using a computer, computerized work order and time and attendance system.

### **PREFERRED QUALIFICATIONS**

- Licensed as a Journey level HVAC Mechanic.
- Experience working safely in a trade in a machinery room, shop, or equivalent work environment.
- Universal Certification (Section 608) to service HVAC/refrigeration equipment from the Environmental Protection Agency.

### **EDUCATION**

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.
- Universal Certification (Section 608) to service HVAC/refrigeration equipment from the Environmental Protection Agency within 90 days of hire, promotion, or placement in the job.

### **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- Operates vehicle airside and landside (requires AOA permit).
- Work requires moderate to heavy physical exertion (lifting objects up to 75 pounds). May bend, stoop, crouch, and work in a cramped position.
- May be subject to potential hazards common to the airport environment and HVAC systems, such as fumes, hazardous chemicals and other materials, noise from jet aircraft, high-pressure boilers and HVAC units, burns or scalds, falls, and danger of moving equipment. Wears personal protective gear, as necessary.
- May be subject to hold over and recall on a 24-hour basis for essential services and emergencies.