

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Air Quality Technician

SERIES NO.:

5229

MAJOR AGENCIES:

Administrative Services, Rehabilitation & Correction, Mental Health, Mental Retardation, Adjutant General

EFFECTIVE DATE

SERIES PURPOSE

The purpose of the air quality technician occupation is to repair, maintain & install air conditioning, refrigeration & heating equipment (HVAC) in order to regulate the climatic conditions of state facilities.

Incumbents in the assistant class perform a limited range of HVAC maintenance & installation. The Air Quality Technician 1 performs the full range of HVAC tasks. At the higher level incumbents serve as lead worker over skilled air quality technicians &/or inmates & perform the full range of HVAC maintenance & installation.

At the supervisory level incumbents supervise the work of lower-level air quality technicians & perform the full range of HVAC maintenance, inspection & installation.

Glossary: The following are the four types of technician certificates available from an approved EPA certifying organization as required by Section 608 of the Clean Air Act.

Type I: For servicing small appliances.

Type II: For servicing or disposing of high or very high pressure appliances, except small appliances and motor vehicles air conditioners.

Type III: For servicing or disposing of low-pressure appliances.

Universal: For servicing all types of equipment.

CLASS TITLE

Assistant Air Quality Technician

CLASS NUMBER:

52290

EFFECTIVE DATE

03/26/1990

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of air conditioning & heating technology & its processes in order to perform minor servicing & simple installation of air conditioning & heating units.

CLASS TITLE

Air Quality Technician 1

CLASS NUMBER:

52291

EFFECTIVE DATE

07/07/1996

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of air conditioning, refrigeration & heating technology & its processes & blueprint reading in order to perform repair, preventive maintenance & skilled installation on air conditioning, refrigeration & heating equipment.

CLASS TITLE

Air Quality Technician 2

CLASS NUMBER:

52292

EFFECTIVE DATE

07/07/1996

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of air conditioning, refrigeration & heating technology & its processes & blueprint reading in order to serve as lead worker (e.g., provide work direction & training)

over lower-level air quality technicians &/or inmate workers engaged in installation & maintenance, perform highly skilled maintenance & installation work on HVAC equipment & periodically inspect operation of equipment.

CLASS TITLE:

Air Quality Technician Supervisor

CLASS NUMBER:

52295

EFFECTIVE DATE:

03/30/1997

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of air conditioning, refrigeration & heating technology & its processes & blueprint reading in order to supervise air quality technicians engaged in installation & maintenance, perform highly skilled maintenance & installation work on HVAC equipment & inspect operation of equipment.

CLASS TITLE:

Air Quality Technician Manager

CLASS NUMBER:

52296

EFFECTIVE DATE:

03/30/1997

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of air conditioning, refrigeration & heating technology & supervisory principles & techniques in order to oversee regulation of climatic conditions in state buildings on all shifts & supervise air quality technician staff.

CLASS TITLE Assistant Air Quality Technician	CLASS NUMBER: 52290	BARGAINING UNIT: 06
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EFFECTIVE DATE

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists air quality technicians in installation & maintenance of all types of air conditioning & heating units.

Performs basic HVAC tasks (e.g., cleans filters, lubricates motors, changes belts & fans, seals window units, cleans air ducts & installs window units).

MAJOR WORKER CHARACTERISTICS:

Knowledge of air conditioning, refrigeration & heating technology; addition, subtraction, multiplication & division. Skill in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; hand & power tool operation. Ability to carry out simple instructions; read & write simple sentences; lift up to 50 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 mos. trg. or 3 mos. exp. in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; 1 course or 3 mos. exp. in hand & power tool operation; formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading & writing common English vocabulary; registered as apprentice in service, maintenance, repair or disposal of appliances with U.S. Department of Labor's Bureau of Apprenticeship & Training or State Apprenticeship Council recognized by Bureau of Apprenticeship & Training.

-Or appropriate type (i.e., Type I, Type II, Type III or Universal) of certification as "technician" issued by EPA approved certifying organization per Section 608 of Clean Air Act.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work other than first shift; is exposed to dirt, high & low temperatures & dangerous equipment.

CLASS TITLE Air Quality Technician 1	CLASS NUMBER: 52291	BARGAINING UNIT: 06
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EFFECTIVE DATE

07/07/1996

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Repairs air conditioning & heating units & systems, refrigeration systems, pneumatic controls, steam traps, pressure regulators, steam separators, pumps, fans & motors & related heating, cooling & refrigeration equipment & periodically overhauls air conditioning & heating systems.

Inspects air conditioning, refrigeration & heating systems & performs preventive maintenance (e.g., cleans or changes filters, lubricates motors, tightens belts) to ensure serviceable condition of systems.

Installs air conditioning (i.e., window & central systems) & heating units & installs piping, pumps, motors & refrigeration systems; handles & disposes refrigerants.

Assist trade personnel (e.g., plumber, carpenter, electricians) &/or contractors in maintenance repairs &/or performs building maintenance & trade tasks (e.g., troubleshoots & maintains all restaurant equipment such as dishwashers, pot & pan machine, steamers, warmers, grills); performs maintenance & repair of fire alarm system, wheelchairs &/or walkers; orders &/or picks up parts; obtains price quotes/bids; maintains required reports & records; maintains equipment (e.g., manifold gauges, hand tools, power equipment, leak scanner); operates snow & ice removal & grass cutting equipment; attends required meetings & training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of air conditioning, refrigeration & heating technology; blueprint reading (schematics & wire diagrams); local, state & federal regulations (i.e., electrical codes & OSHA standards), policies & procedures; addition, subtraction, multiplication & division. Skill in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; hand & power tool operation; minor welding operation*. Ability to recognize unusual or threatening conditions & take appropriate action; interpret variety of instructions in written, oral, picture or schedule form; lift up to 50 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Appropriate type (i.e., Type I, Type II, Type III or Universal) of certification as "technician" issued by EPA approved certifying organization per Section 608 of Clean Air Act.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work other than first shift; is exposed to dirt, high & low temperatures & dangerous equipment.

CLASS TITLE Air Quality Technician 2	CLASS NUMBER: 52292	BARGAINING UNIT: 06
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EFFECTIVE DATE

07/07/1996

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as lead worker (e.g., provides work direction & training) over lower-level air quality technicians &/or inmates engaged in repair, inspection, maintenance & installation of air conditioning, refrigeration & heating equipment & systems & in some cases, also establishes preventative maintenance schedules.

Repairs air conditioning, refrigeration & heating systems, replaces or repairs pumps, fan motors, thermostats & filters & welds metal.

Inspects & tests installed equipment for proper assembly of components & checks for needed repairs & compliance with technical orders, blueprints, schematics, specifications, handbooks & established procedures.

Installs & operates air conditioning, refrigeration & heating units.

Assists trade personnel (e.g., plumbers; carpenters; electrician) &/or contractors in maintenance repairs &/or performs buildings & maintenance trade tasks; requisitions & maintains inventory of supplies & equipment; completes required paperwork; attends training, seminars &/or meetings as required; in adult correctional facility, performs security functions as required (e.g., man-down; shakedown, fog patrol).

MAJOR WORKER CHARACTERISTICS:

Knowledge of air conditioning, refrigeration & heating technology; blueprint reading (schematics & wire diagrams); employee training & development*; local, state & federal regulations, policies & procedures (i.e., electrical codes, OSHA standards); addition, subtraction, multiplication & division. Skill in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; hand & power tool operation; minor welding operation. Ability to interpret variety of technical materials in books, journals & manuals; recognize unusual or threatening conditions & take appropriate action; lift up to 50 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Appropriate type (i.e., Type I, Type II, Type III or Universal) of certification as "technician" issued by EPA approved certifying organization per Section 608 of Clean Air Act; 6 mos. exp. at journey level in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; 1 course or 3 mos. exp. in blueprint reading; 1 course or 3 mos. exp. in hand & power tool operation; 1 course or 3 mos. exp. in minor welding operation.

-Or 6 mos. exp. as Air Quality Technician 1, 52291; appropriate type (i.e., Type I, Type II, Type III or Universal) of certifications "technician" issued by EPA approved certifying organization per Section 608 of Clean Air.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work other than first shift; is exposed to dirt, high & low temperatures & dangerous equipment.

CLASS TITLE Air Quality Technician Supervisor	CLASS NUMBER: 52295	BARGAINING UNIT: EX
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EFFECTIVE DATE

03/30/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises air quality technicians & meets with equipment users in repair, inspection & installation of air conditioning, refrigeration & heating equipment (e.g., assigns work, maintains work schedule & reviews work completed by subordinate workers) & develops work schedules & cost estimates.

Repairs air conditioning, refrigeration & heating systems, replaces or repairs pumps, fan motors, thermostats & filters, welds & orders tools & supplies.

Inspects & tests installed equipment for proper assembly of components & checks for needed repairs & compliance with technical orders, blueprints, schematics, specifications, handbooks & established procedures.

Installs & operates air conditioning, refrigeration & heating units.

MAJOR WORKER CHARACTERISTICS:

Knowledge of air conditioning, refrigeration & heating technology; blueprint reading (schematics & wire diagrams); supervisory principles/techniques*; departmental/agency regulations, policies, procedures*; state & federal regulations, policies & procedures (i.e., electrical codes, OSHA standards); addition, subtraction, multiplication & division. Skill in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; hand & power tool operation; minor welding operation. Ability to interpret variety of technical materials in books, journals & manuals.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Appropriate type (i.e., Type I, Type II, Type III or Universal) of certification as "technician" issued by EPA approved certifying organization per Section 608 of Clean Air Act; 12 mos. exp. at journey or advanced level in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; 1 course or 3 mos. exp. in blueprint reading; 3 mos. trg. or 3 mos. exp. in employee development & training; 1 course or 3 mos. exp. in hand & power tool operation; 1 course or 3 mos. exp. in minor welding operation.

-Or 6 mos. exp. as Air Quality Technician 2, 52292; appropriate type (i.e., Type I, Type II, Type III or Universal) of certification as "technician" issued by EPA approved certifying organization per Section 608 of Clean Air Act.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work other than first shift; is exposed to dirt, high & low temperature & dangerous equipment.

CLASS TITLE Air Quality Technician Manager	CLASS NUMBER: 52296	BARGAINING UNIT: EX
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EFFECTIVE DATE:

03/30/1997

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates & oversees regulation of climatic conditions (i.e., heating & cooling) in state office buildings during all three shifts & supervises air quality technician supervisors &/or lower-level air quality technicians, assigns HVAC staff to shifts & buildings, inspects HVAC equipment for future repair needs & establishes maintenance priorities.

Prepares technical specifications & bid invitations for major repairs or modifications of HVAC equipment & liaisons with selected contractors to evaluate project progress for compliance with contract requirements.

Inspects installed equipment for proper assembly of components, schedules preventative maintenance of all heating/cooling equipment, maintains files on programmed maintenance, methods & procedures & oversees supervisors in maintenance of inventory.

MAJOR WORKER CHARACTERISTICS:

Knowledge of air conditioning, refrigeration & heating technology; blueprint reading (schematics & wire diagrams); supervisory principles/techniques; state & federal regulations, policies & procedures (i.e., electrical codes, OSHA standards); addition, subtraction, multiplication & division. Skill in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; hand & power tool operation; minor welding operation. Ability to interpret variety of technical material in books, journals & manuals; write instructions, specifications & manuals for maintenance contracts.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Appropriate type (i.e., Type I, Type II, Type III or Universal) of certification as "technician" issued by EPA approved certifying organization per Section 608 of Clean Air Act; 24 mos. exp. at journey or advanced level in heating, ventilation, air conditioning & refrigeration maintenance, repair & installation; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 1 course or 3 mos. exp. in employee development & training; 1 course or 3 mos. exp. in hand & power tool operation; 1 course or 3 mos. exp. in minor welding operation.

-Or 12 mos. exp. as Air Quality Technician Supervisor, 52295; appropriate type (i.e., Type I, Type II, Type III or Universal) of certification as "technician" issued by EPA approved certifying organization per Section 608 of Clean Air Act.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be on call 24 hrs. day; exposed to dirt, extreme temperatures & dangerous equipment.