

**RESOLUTION NO. 2012-03  
RESOLUTION TO ESTABLISH THE POSITION  
OF AIRPORT HVAC TECHNICIAN**

WHEREAS, the Airport Executive Director has requested that the position of Airport HVAC Technician should be established to provide the necessary services at the airport; and

WHEREAS, the duties and responsibilities of the Airport HVAC Technician position have been evaluated to establish the appropriate placement on the AFSCME pay scale.

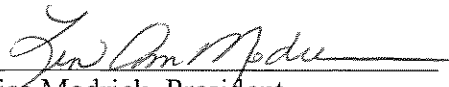
NOW, THEREFORE, BE IT RESOLVED that the AFSCME position of Airport HVAC Technician be created; and

BE IT FURTHER RESOLVED the Rapid City Regional Airport Board requests the Rapid City Common Council to revise the AFSCME compensation plan be revised as follows:

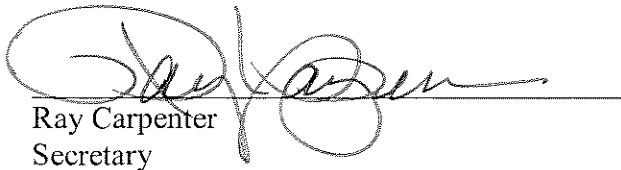
Job Title	Grade	Salary	
		Minimum	Maximum
Airport HVAC Technician	14	\$16.23	\$24.71

Dated this 22 day of May, 2012

RAPID CITY REGIONAL AIRPORT BOARD

By:   
Lisa Modrick, President

ATTEST:

  
Ray Carpenter  
Secretary



## City of Rapid City HVAC Technician Position Description

**Job Title:** HVAC Technician  
**Department:** Rapid City Regional Airport  
**Division:** Maintenance  
**Reports To:** Deputy Director for Facilities and Maintenance  
**FLSA Status:** Non-Exempt

**Classification:** AFSCME  
**Grade:** 14  
**Prepared By:** Tammie Krumm  
**Prepared Date:** 01/11/12  
**Approved By:** Cameron Humphres  
**Approved Date:** XX/XX/XX

### SUMMARY

Operates Energy Management Systems and performs preventive maintenance and repair of HVAC equipment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Operates, maintains, trouble shoots, adjusts and repairs energy management control system and HVAC equipment, including related components and pneumatic systems, and safety control devices, using variety of hand and power tools.
2. Repairs or replaces valves, flow switches and temperature sensors.
3. Performs tests of HVAC safety control devices.
4. Delegates and reviews work and performs training of HVAC Technician Apprentice.
5. Works on energy management control system and HVAC equipment in other buildings as directed.
6. Services variety of concession equipment, such as refrigerators, freezers and Ice Machines.
7. Welds pipe and fittings.
8. Tests and adjusts boilers for maximum efficiency.
9. Receives after hour's calls to perform needed repairs to HVAC equipment.
10. Assist with snow removal operations when required.
11. Must be willing to work variable hours, to include weekends and holidays
12. Must be willing to work on an on-call basis

### MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** One year certificate from college or technical school and three to five years related experience in HVAC systems.

**Communication Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products. Demonstrated knowledge of appropriate computer hardware and software, of Energy Management Systems.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota Class B Commercial driver's license or ability to obtain within 90 days from date of hire. Preference will be given to persons with a journeyman or master electrician's license and certification to work on refrigeration equipment. Must obtain and maintain a Secure Identification Display Area (SIDA) Badge. Must obtain and maintain an airport movement area driver's permit within 90 days from date of hire.



## City of Rapid City HVAC Technician Position Description

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.

### OTHER SKILLS AND ABILITIES

Demonstrated ability to repair, maintenance and operation of HVAC systems. Ability to repair and maintain HVAC equipment and controls, to perform electrical maintenance, to work from heights. Ability to use electric, arc and gas welder. Must possess the ability to work from blueprints and demonstrated skill to use the tools of the HVAC technician trade.