

## **1. Employee details:**

Department: Facilities & Engineering

Job Title: HVAC Technician

FLSA Status: Non-Exempt

## **2. Role Purpose:**

Pharmaceutical company seeking full time technician to support the efficient operation of facilities by performing HVAC maintenance duties and providing support to maintenance/facilities.

## **3. Key Duties & Responsibilities:**

- Follow cGMP policies and procedures.
- Perform and document all scheduled preventive maintenance and corrective maintenance activities on HVAC and other assigned systems to sustain and increase longevity per Standard Operating procedures, SOPs and written instructions.
- Perform mechanical and electrical maintenance to install, maintain, and troubleshoot stability chambers and specialty storage equipment such as refrigerators, freezers and incubators.
- Identify maintenance risks on equipment
- Install fixtures, valves, appliances and vents.
- Assist with larger or more complex maintenance jobs.
- Provide basics of equipment management controls to be able to start, stop, seek status or change conditions on HVAC systems.
- Maintain and repair plumbing systems, drains and sewers.
- Ability to diagnose and troubleshoot various type of HVAC equipment including but not limited to water source heat pumps, cooling towers, chillers, compressor systems, generators, controls, pumps, VAVs, and VFDs.
- Proficient reading wiring diagrams and schematic drawings
- Advanced knowledge of hydronics
- Develop and maintain good working relationships across all levels in the organization.
- Maintaining high standards of excellence for all jobs, from start to finish
- Inspection and maintenance of job site safety and cleanliness
- Completing preventative maintenance inspections on time
- Identifying deficiencies and properly documenting recommendations
- Proper utilization of field service software
- Identifying opportunities for additional HVAC products or equipment upgrades
- Requests parts and maintain equipment.
- Monitors contractor performance and works closely with outside vendors and contractors to ensure work is completed according to specifications.
- Other duties as assigned.
- Comply with FDA guidelines/Company Policies of Data Integrity.

#### **4. Typical Supervisory Responsibility:**

N/A

#### **5. Education/Technical Competencies/ Certifications/ Licenses:**

Technical competencies

- Able to work with other technicians
- Demonstrated ability to multi-task and prioritize many different projects and workload
- Ability to work independently
- Excellent customer service skills
- Outstanding problem-solving skills
- Ability to communicate effectively, (written and verbally) with peers, management, contractors and vendors
- Must be highly self-motivated, and a self-starter
- Ability to work all days and shifts, including overtime (24 hours a day, 7 days a week operation, including holidays).
- Automated control for equipment operation.
- Mechanical shop skills
- Blueprint and electrical schematic reading.
- Knowledge of CMMS programs.
- Preventative maintenance procedures.
- Industrial electrical power wiring.
- Industrial controls wiring and logic.
- Industrial Electronics.
- PLC programs.
- Industrial PC literacy.
- Knowledge of Fire Prevention Systems and Maintenance
- Knowledge of N.E.C.

Education/Certifications/Licenses/Other

- Diploma from a vocational school or college with a focus in the EPA (Environmental Protection Agency) Certification and NATE (North American Technical Excellence) Certification.

#### **6. Physical Demand and Work Environment:**

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A

### **PERSONEL PROTECTIVE EQUIPMENT:**

This job requires the individual to wear personal protective equipment (PPE) on occasion. The individual must wear protective clothing, gloves, helmets, safety glasses, goggles, face shield, work shoes or boots, or other PPE designed to protect the wearer's body from injury or infection. When using high powered lifting equipment such as forklifts, scissor lifts or mobile elevated work platform, (MEWP, Cherry Picker), one must wear adequate safety harness while operating the vehicle. In addition, breathing respirator filtration may be required. These can be either passive such as dust mask or HEPA, or they may need to be active powered such as self-contained breathing apparatus (SCBA).

The purpose of personal protective equipment is to reduce employee exposure to hazards when engineering controls and administrative controls are not feasible or effective to reduce these risks to acceptable levels. PPE is needed when there are hazards present. PPE has the serious limitation that it does not eliminate the hazard at source and may result in employees being exposed to the hazard if the equipment fails.

### **JOB HAZARDS**

The hazards associated with this job include physical, electrical, mechanical, fire, heat, cold, noise, light, chemicals, biohazards, and airborne particulate matter. Floors can sometimes be slippery from accidental spills when transferring maintenance materials such as glycol, liquid gases, lubrication oils, paint and water. The job also requires climbing ladders, stairs, and roofs as high as 60 feet