



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 042-20**

**OPENING DATE: 01/15/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** HVAC Technician  
**PAY GRADE:** NE8 (\$21.26/hr.-\$28.70/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Facilities Supervisor  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Performs general and preventive maintenance, installation, service, and repair for HVAC equipment, residential and commercial kitchen appliances, refrigeration, and other related equipment.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Installs, diagnoses, inspects, repairs, maintains and services a wide variety of heating, ventilation and air condition equipment and systems.
- Inspects systems to ascertain cause of malfunction; repairs or replaces and maintains HVAC systems in Tribal facilities.
- Schedules and performs monthly preventive maintenance inspections on all HVAC equipment and appliances.
- Installs new equipment and systems.
- Makes necessary repairs to maintain the property operations; responds to repair orders promptly and efficiently to avoid service disruption.
- Assists with contacting and coordinating work with outside vendors on HVAC and equipment.
- Ensures and performs maintenance, servicing, remodeling, troubleshooting, and repair tasks; examines various electrical systems and makes recommendations for new equipment, repairs, and modifications.

- Responds and takes appropriate actions in the event of emergency or critical incidents, i.e. system failures, fires, flooding, or other emergencies.
- Installs HVAC for construction projects (rough-in-and top outs) from start to finish.
- Perform gas-fitting work.
- Uses combustion test equipment to ensure that the system will operate safely and at peak efficiency.
- Repairs and maintains low-pressure hot water systems, gas wall heaters, ventilation units and air conditioning units.
- Replaces fans, belts, motors, gaskets, filters, and compressors, and lubricate parts.
- Adjusts and installs switches, gauges, thermostats, valves, tubing transformers, pressure regulators controllers, and other parts as needed.
- De-scales tubing, cuts and treads pipe to make pipe and electrical connections.
- Adds refrigerants and oil, and tests for defective parts.
- Determines requirements for parts, materials, supplies, tools, and equipment; establishes cost of repairs and equipment replacement.
- Operates specialized machinery, equipment and tools utilized in the repair and maintenance of heating, ventilation and air conditioning.
- Prepare estimates of material, time and labor, and orders supplies as requested.
- Instructs, leads, and supervises lesser skilled tradesman as needed.
- Performs quality control and inspection duties related to trade as needed.
- Responds to emergency calls.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Two years HVAC experience.
- MM-98 Journeyman and Contractor Licenses.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of HVAC installation, troubleshooting, repair and maintenance.
- Knowledge of refrigerant recovery.
- Knowledge and ability to order parts, supplies or service manuals related to equipment or repairs.
- Skill in the proper and safe use of all tools.
- Ability to produce a quality workmanship on a consistent basis.
- Ability to read, understand, follow, and enforce safety procedures, operating and maintenance instructions and procedure manuals.
- Ability to use hand and power tools applicable to trade.
- Ability to perform preventive maintenance according to published guidelines.

- Ability to use computer-based monitoring and control devices in maintaining and troubleshooting HVAC systems.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with others.
- Ability to prepare records and reports.
- Ability to supervise and instruct unskilled workers.

**PHYSICAL DEMANDS:**

- Work involves a significant amount of standing, walking, bending, kneeling and or crouching; using hands to handle objects, equipment, controls and reach with arms and hands; climbing and balancing; working in confined spaces.
- Position requires frequent lifting and carrying items up to 50 lbs.

**WORK ENVIRONMENT:**

- Work is performed indoors and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Exposure to refrigerants or chemical fumes may occur.
- Work requires use of safety equipment, safety-toe shoes, respirator, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Must supply own tools.
- Evening, weekend, and emergency work may be required.
- Travel may be required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.