

POSITION DESCRIPTION Steamfitter, Journey Level  
Division of State Facilities  
Bureau of Facilities Management Trades Unit

Position No. 014846  
November 2014

Primary Responsibility - The management of all activities related to controlling HVAC and other energy consuming equipment in the division with focus on the maintenance, analysis of and modification to the digital control systems to achieve appropriate conditions for occupancy with the least possible energy use.

Under general supervision, this position performs preventative maintenance, rehabilitation and new installation on complex boilers, mechanical and heating, ventilation and air conditioning systems repair at the Steamfitter-Journey level of the skilled trade. This position will develop and maintain all controls and computerized energy management systems for Division facilities. The incumbent is responsible for applying basic engineering fundamentals to heating, ventilation, and air conditioning systems to maintain Division buildings and facilities at their most energy efficient level. Work involves use of software and hardware in computers and microprocessors for systems design, programming, developing and modifying existing systems and programs, troubleshooting, and maintenance for the objective of creating an optimum system of operation.

#### GOALS AND WORKER ACTIVITIES/OBJECTIVES

- 45% A. Management of activities related to controlling HVAC systems in facilities and computer centers. Analysis of and modification of digital control systems to achieve appropriate conditions for occupancy with the least possible energy use.
- A1. Design, develop, and update building control systems and programs for large heating, ventilation, and air conditioning (HVAC) systems.
  - A2. Develop, modifies, and writes automation systems computer programs
  - A3. Evaluate efficiency of current HVAC systems in a computer/data center environment
  - A4. Conduct building energy audits to identify major energy consuming equipment and systems and recommend changes to improve energy efficiency
  - A5. Work with the CMMS Manager to incorporate HVAC procedures and incorporate them into seasonal preventative work orders.
  - A6. Review remodeling and construction plans for compliance with energy saving policies and procedures.

- A7. Maintain stabilized air conditioned environmental temperatures in critical operations areas.
  - A8. Perform work according to specifications, plans, blueprints or sketches, Review, correct and update as-built blueprints into CAD drawings as changes to systems are made
- 30% B Performance of Steamfitter work at the journey level of skill for preventative maintenance on the buildings HVAC systems.
- B1. Make daily, weekly, monthly, quarterly, semi-annual and annual preventative maintenance inspections of all mechanical, boiler and HVAC systems.
  - B2. Install heating, ventilation, air conditioning systems and all related controls, points and related equipment in accordance with codes, regulations and manufacturers specifications.
  - B3. Inspect, calibrate, adjust, repair and install thermostats, pneumatic controls and valves, combination pneumatic and electrical controls and damper operators, and direct digital electronic controls and operators.
  - B4. Inspect, repair, install and maintain vacuum and condensate return pumps, circulating hot water pumps, tower and chiller pumps and submersible pumps.
  - B5. Inspect, repair, install and maintain pneumatic compressors, air lines, piping and controls.
  - B6. Inspect, adjust, repair and service operated reducing stations between high and low pressure steam lines.
  - B7. Perform seasonal services on the heating and air conditioning systems; drain, fill and ventilate all HVAC building systems.
  - B8. Submit daily, weekly, monthly, quarterly, semi-annual and annual preventative maintenance reports of all mechanical, boiler and HVAC systems.
- 20% C. Coordination and planning of Steamfitter and HVAC duties
- C1. Serve as liaison with facility automation systems representatives to coordinate equipment services.

- C2. Work closely with Building Management Staff to keep them apprised of pending changes
  - C3. Work with vendors and contractors to accomplish HVAC repairs/projects.
  - C4. Order supplies and equipment to maintain an inventory for HVAC corrective and preventative maintenance and repairs.
- 5% D. Other facilities maintenance duties, as assigned.

#### KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of tools, procedures, practices, tools and instruments used in the Steamfitter trade
2. Interpersonal skills
3. Occupational hazards and safety practices
4. Computer skills
5. Oral and written communication skills
6. Ability to work with electronic work orders/requests
7. Ability to maintain an inventory
8. Must be certified in refrigeration and have safety certification
9. Recordkeeping skills
10. Time management and organizational skills
11. Must be able to perform physical labor, climb ladders, work from scaffold, bend, stoop, crouch, and work in close areas.

Must have successfully completed an approved apprenticeship in the Steamfitter craft.