



# POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
HVAC Control Technician	1/12/2026
Position Classification	Appointment (9mos. / 12 mos. / Other)
Classified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Non-Exempt (Overtime Eligible)
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	Trades/Maintence Worker 2
Department/Division	Work Location
Facilities Services	Monmouth Campus
Reports to	Position Number
Associate Director	E98127
Incumbent	Reports to Position Number
	E99233

## SUMMARY

Please provide brief summary of the position.

The primary focus of this position is on HVAC and refrigeration maintenance and repair. The HVAC (Heating Ventilation Air Conditioning) CONTROL TECHNICIAN uses knowledge of pneumatic and electrical/electronic controls to perform skilled work installing, altering, calibrating, repairing, and maintaining HVAC control systems, building automation control systems, and energy management control systems to ensure safe and correct environmental and ecological conditions in State buildings. Employees in this class perform corrective and preventative maintenance to HVAC systems within the agency including, but not limited to, heat pumps, chillers, mini-splits, RTU's, condensate drains, line-sets and other related equipment or components.

## PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
45%	<b>HVAC Mechanical System Repair Activities:</b> Typical tasks: responds to HVAC system failures, modifies HVAC systems, and performs corrective and preventative maintenance on the HVAC systems which includes, but is not limited to, correcting temperatures, humidity, pressure and volume systems, and the environment. Cleans, oils, and greases equipment which includes, but	Essential



	is not limited to, pumps, filters, screens, motors, air compressors, and fans. Replace belts and filters, adjust dampers, linkages, and operators. Rebuilds and repairs pneumatic valves, water and steam valves, and aligns belts as needed. Replaces control wiring, electrical conductors, fuses, and limit switches as required. Tests, treats and help to maintain chillers and cooling towers	
30%	<b><u>HVAC System Control Issues Activities:</u></b> Performs troubleshooting of systems, interprets control logic diagrams, wiring schematics, alters, maintains and repairs electronic and pneumatic control systems and components, including but not limited to, dampers, actuators, relays, control panels, sensors, and freeze stats. Diagnoses control actions through application software as part of the preventive maintenance program and then checks, adjusts and makes necessary long-term changes to the environmental controls. Typical tasks: maintenance and repair of wiring systems and electrical fixtures and equipment; replace fuses; assist in installing electrical conductors; replace bulbs and globes as part of various projects throughout campus.	Essential
10%	<b><u>Boiler Maintenance:</u></b> Assists with the maintenance of boilers and auxiliary plant equipment to adhere to current boiler code requirements; performs internal and externally required safety inspections. Monitors boiler operating functions and devices may perform efficiency testing of fuel combustion and changes in the boiler operations to enable maximum fuel efficiency. Ensures all logs required are kept up-to-date and performs/assists with required DEQ/EPA paperwork including, but not limited to, fulfillment of DEQ discharge permit and greenhouse gas reporting.	Essential
5%	<b><u>Administrative duties:</u></b> Prepares job estimates; keeps accurate records of tests, inspections, repairs, and equipment replacement; accepts bids from outside contractors for major repairs; maintains parts inventory; obtains bids on parts and supplies; orders parts and supplies; trains other employees on technical information required to perform maintenance on HVAC systems and control systems; sets priorities for service requests	Essential
5%	<b><u>Other Duties as Assigned</u></b>	Essential

## EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

<b>EDUCATION</b>			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Master's degree	<input type="checkbox"/>	<input type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

### EXPERIENCE

Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
HVAC	1-2 Years	3-5 Years	

### SOFT SKILLS

Soft Skill	Required	Preferred	Notes
Excellent Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

### CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Preferred LME and Universal Refrigerant Handler EPA Certification
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

### SUPERVISION

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input checked="" type="checkbox"/>



Level 3	<p>Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.</p>	<input type="checkbox"/>
Level 4	<p>Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.</p>	<input type="checkbox"/>
Level 5	<p>Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.</p>	<input type="checkbox"/>
Level 6	<p>Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.</p>	<input type="checkbox"/>

## **SUPERVISION CONTINUED**

Level 7 The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.

If Level 3 or above is selected, please list direct reports:

<b>Job Title</b> (i.e. "Student Employee", "Office Specialist 1")	<b>Number of Employees Supervised with this Job Title</b>

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

## DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).



Scope of Decisions Made:	Choose an item.
Impact of Decision Made:	Choose an item.
Autonomy and Discretion:	Choose an item.
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

### WORKING CONDITIONS

<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing <input checked="" type="checkbox"/> Climbing <input checked="" type="checkbox"/> Crouching/ Stooping <input type="checkbox"/> Feeling/Handling <input checked="" type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Reaching  <input checked="" type="checkbox"/> Repetitive movement <input type="checkbox"/> Speaking <input checked="" type="checkbox"/> Squatting <input type="checkbox"/> Telephone Use <input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Carrying <input type="checkbox"/> Crawling <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Keyboarding/Computer Use <input checked="" type="checkbox"/> Pulling/Pushing <input type="checkbox"/> Regular interaction with customers <input type="checkbox"/> Sitting <input checked="" type="checkbox"/> Specific Work Schedule <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Twisting/Bending <input type="checkbox"/> Writing
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<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input type="checkbox"/> Normal office environment <input checked="" type="checkbox"/> Chemicals <input checked="" type="checkbox"/> Darkness/Poor Lighting <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Fire Hazards <input type="checkbox"/> Human-Source Material (e.g., blood) <input type="checkbox"/> Moving machinery/Heavy Equipment <input type="checkbox"/> Noise <input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input checked="" type="checkbox"/> Weather Extremes	<input type="checkbox"/> Animals/Wildlife <input checked="" type="checkbox"/> Confined Spaces <input checked="" type="checkbox"/> Dust/Fumes <input type="checkbox"/> Explosives <input checked="" type="checkbox"/> Heights <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) <input type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Up to 75 pounds
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Additional Physical Demands or Work Conditions:	<ul style="list-style-type: none"><li>• Requires physical abilities to perform sustained arduous tasks under adverse weather conditions.</li><li>• Must work in below grade utility tunnel systems.</li><li>• Must be able to access rooftops, and work from elevated platforms up to 75 feet high.</li><li>• Must be able to climb stairs, set ladders and scaffolding.</li><li>• Must be able to lift 75 pounds without assistance.</li><li>• Must be able to work in dusty, humid, hot, work environments.</li><li>• Must be able to perform duties while using a respirator and/or protective equipment.</li><li>• Must be willing to work weekends, holidays, and evening shifts.</li><li>• Must be available for emergency callbacks and overtime upon request</li></ul>
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

## ADDITIONAL REQUIREMENTS

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:	
Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Michael Komes	
Reviewer (VP / Director)	Reviewer Signature / Date
Rebecca Chiles	
HR Director	HR Director Signature / Date



<b>HR USE ONLY:</b>			
Received by:	Date		
Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEFACT <input type="checkbox"/> Electronically Filed			
NOTES:			