



POSITION: HVAC Technician
REPORTS TO: Skilled Senior Operations Manager / Chief Engineer
DEPARTMENT: Operations
FLSA STATUS: Non-Exempt

SUMMARY

Under the supervision of the Skilled Senior Operations Manager and/or Chief Engineer, the HVAC Technician will operate, maintain, inspect, clean, and make adjustments to all aspects of facility electronic and mechanical systems. Assignments are normally received orally or through written work orders. Work is inspected on completion for conformity to instructions and quality of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties and responsibilities may be assigned.

- Assist in coordinating the work of repair, maintenance, and preventative measures of all facility systems.
- Inspect systems throughout facility to detect malfunction or breakdowns.
- Investigate malfunctions or breakdown of systems to diagnose causes and locate the source of the problem.
- Anticipate potential malfunctions or breakdowns and takes appropriate action to prevent or minimize the use of services.
- Operate and maintain refrigeration and heating of facility.
- Maintain and inspect equipment, including pumps, boilers, and automatic doors.
- Record inspections and repairs.
- Complete work assigned orders.
- Performing chemical tests, safety reports, inspections sheets and other related reports and forms on a daily basis.
- Inspect service, maintain and repair ice-making/freezing systems and apparatuses;
- Assist in the set-up for events.
- The HVAC Mechanic has frequent contact with contract personnel and the public to answer questions about work being performed or to refer individuals to appropriate departmental personnel.
- Adhere to established departmental policies, procedures, codes and regulations.
- Adhere to OSHA and other applicable safety codes.
- Know safety precautions applicable to building equipment and repair.
- Coordinate the operations activities with other building departments and show-related contractors.
- Anticipate problems and appropriate solutions. Investigates, analyzes and resolves operational problems and complaints.
- Follow the preventive maintenance program, energy management program and standard operations procedures for all machinery and equipment.
- Perform other duties as assigned by the Chief Engineer and Skilled Trades Senior Operations Manager.

SUPERVISORY RESPONSIBILITIES

This position has minimal supervisory responsibilities. In the event supervisory responsibilities are temporarily assigned, they must carry out supervisory responsibilities in accordance with SMG's policies and applicable laws.

QUALIFICATIONS

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

EDUCATION AND/OR EXPERIENCE

- High School Diploma or Equivalent.
- Trade School preferred.
- Minimum Three (3) years of experience in the operation of maintenance in a large building, including HVAC required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Oklahoma City Class II Boiler Operator License.

COMPUTER SKILLS

- Operate a personal computer using Windows and Microsoft Office software.
- Operate standard office equipment including copier and fax machine.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of air conditioning and heating system operation.
- Knowledge of operating and maintaining a physical plant.
- Ability to operate electrical tools and equipment safely.
- Ability to maintain quality workmanship standards for duration of project.
- Ability to keep accurate records.
- Ability to perform building maintenance tasks.
- Ability to follow oral and written instructions.
- Effective communication, interpersonal and organizational skills required.
- Ability to interact with all levels of staff including management and clients.
- Ability to function independently with minimal supervision.
- Critical thinking and problem solving skills.
- Organize and Prioritize work to meet deadlines.
- Work effectively under pressure and produce accurate results.
- Maintain an effective working relationship with clients, employees, patrons.
- Remain flexible and adjust to situations as they occur.
- Ability to work well in a team environment.
- Knowledge of DDC controls and pneumatic controls.

PHYSICAL REQUIREMENTS

- Exposed to high humidity in boiler room and pump room.
- Exposed to temperature changes of 20 degrees or more in certain locations;
- Ability to climb ladders, scaffolding and work on catwalk, platforms, etc., ranging to 12-100 feet or more above floor or ground level on occasion.
- Exposure to steady and fairly loud noises from machinery and equipment such as chillers, air conditioning units, boilers, pumps, motors, etc.
- Exposure to large amounts of dust when performing tasks such as changing filters, operating grinding machine, cleaning air handling unit parts, etc.
- Occasional to frequent exposure to chemical irritants such as cleaning solvents, chemicals used to treat condensing water and closed loops, cleaning air handling and heating machinery, etc.

- Ability to bend, twist, and reach out to perform duties such as maintenance and repair on air handling and heating systems.
- Ability to balance while working from ladders, platforms, catwalks, etc.
- Extreme arm-hand steadiness, manual dexterity, and finger dexterity enough to perform maintenance and repair tasks on air handling and heating systems.
- Visual acuity to read various items such as wiring diagrams, schematics, blueprints, part numbers, etc., and to work on small parts and wires.
- Ability to distinguish color to perform tasks such as accurately matching color-coded wires etc., and determining different colors and hues when performing chemical tests.
- Hearing sufficient to clearly hear voices, alarms, bells and horns.
- May be required, on occasion, to wear dust mask or respirator.
- Exerting up to 75 pounds of force rarely, and /or up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently.

WORKING ENVIRONMENT

- May be exposed to vibrations during events caused by extreme noise
- May be exposed to strobe lights/lasers during events
- Moderate to extreme exposure to noise during events.
- This position may require working outside with exposure to extreme heat or weather conditions

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Could be frequent local area travel to pick up parts, etc.
- Long distance travel negligible.
- Ability to work irregular hours, including nights, weekends, and holidays.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

Submit Resume & Cover Letters to:

Human Resources
 Chesapeake Energy Arena
 Cox Convention Center
 One Myriad Gardens
 Oklahoma City, Ok. 73102
hrsmg@chesapeakearena.com
 Fax (405) 605-8037

Applicants who need a reasonable accommodation to complete the application process may contact (405)602-8500.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.