

Job Title **HVAC Control and Commissioning Technician**

Business Unit **Hotel Development & Construction**

I. Job Summary

Perform general HVAC duties in new construction, renovations and property maintenance of company owned properties. Assist HVAC Field Coordinator, and HVAC technicians, to accomplish assigned tasks required for HVAC installation, startup and commissioning. Assist HVAC Field Coordinator in the installation, and commissioning of both DDC (Direct Digital Control) and non DDC building HVAC controls.

Minimum 5 years HVAC experience required

II. Status

Hourly

III. Reports To

HVAC Field Coordinator

IV. Supervises

None

V. Essential Job Duties and Responsibilities

- General HVAC install, troubleshooting, and repair
 - Layout Assistance and coordination with contractors
- Travel to jobsites as required to perform jobsite duties.
 - Currently on new construction builds and some capital expenditures, we work a rotational 10 days away with 4 days home
 - Typically travel to site on Wednesday and travel home the following Friday
 - Some projects do require longer stays – 3 work weeks away rarely occur and are the worst case
- Assist with general HVAC install in new hotel environments
 - Including maintaining punch lists, inventory, coordinating with contractors, etc.
- Communicate with outside contractors to ensure jobs are completed to Drury Southwest's standards
- Verify testing of pipe or tubing joints and connections for leaks, using pressure gauge, soap-and-water solution, or refrigerant leak detector as specified in construction documents.
- Study blueprints, design specifications, and manufacturers' recommendations to ascertain the configuration of heating or cooling equipment components and to ensure the proper installation of components.
- Keep the inventory organized for specific jobs

- Install HVAC controls per design
- Assist with control commissioning
- Lay out and connect electrical wiring between controls and equipment according to wiring diagram, using electrician's hand tools.
- Verify point to point wiring.
- Test electrical circuits and components for proper operation, using electrical test equipment.
- Perform formal startup of all HVAC equipment; Record and report all faults, deficiencies, and other unusual occurrences and correct as necessary.
- Perform testing and balancing to provide proper air flow disclosed by design prints.
- Inspect and test system to verify system compliance with plans and specifications and to detect and locate malfunctions.
- Discuss heating-cooling system malfunctions with users to isolate problems or to verify that malfunctions have been corrected.
- Obtain and maintain required certifications.
- Comply with all applicable standards, policies, and procedures, including safety procedures and the maintenance of a clean work area.

VI. Required Knowledge

- Mechanical — Knowledge of HVAC equipment and tools, including their designs, uses, repair, and maintenance.
- Knowledgeable of Refrigeration piping installation using common practices
- Customer Service — Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Building and Construction — Knowledge of materials, methods, and the tools involved in construction.
- Computers and Electronics — Knowledge of windows operating system, excel, email, and Ipad usage

VII. Required Skills and Abilities

- Troubleshooting — Determining causes of operating errors and deciding what to do about it.
- Repairing — Repairing HVAC equipment or systems using the needed tools.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Installation — Installing building automation equipment, wiring, or programs to meet specifications.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

VIII. Key Personal Characteristics

- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Integrity** — Job requires being honest and ethical.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Independence** — Job requires guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.