



**HVAC ASSISTANT**  
**OFFICE OF FACILITIES & RISK MANAGEMENT**

**CARES ACT RELIEF FUND**  
**Salary/Hourly Range: 20**  
**FLSA Status: NON-EXEMPT**

**INTRODUCTION**

This position is responsible for technical support, direction and guidance to the HVAC Technician of the engineering division and provides support in the maintenance repair improvement of all Tribal facilities' HVAC Systems. The work requires lifting objects in excess of 50 lbs., recurring bending, stooping and stretching and working in varying weather conditions. The incumbent may be exposed to some occupational hazards such as COVID-19 virus and will be required to follow all safety guidelines, and use of proper protective clothing/gear. Travel on and off the reservation is required. The incumbent is under general supervision and line authority of the HVAC Technician.

**KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Performs work with general knowledge of HVAC principles including operation of HVAC equipment in accordance with industry/Tribe safety procedures for machine activation and shutdown and in line with OSHA and other requirements.
- 2) Reviews work plans/schedules of assigned tasks with HVAC Technician to ensure timely response and completion of work; determining replacement needs or new material required.
- 3) Activates action plan on emergency level during power outages/equipment failure and safety procedures to keep facilities and equipment safe and functioning when prime systems fail and when re-activated.
- 4) Conducts daily inspection and maintains efficient operation of building/office HVAC system and related equipment and controls; covering emergency and scheduled repairs, installation and inspection work to be performed.
- 5) Performs scheduled preventive maintenance; troubleshoots and repairs malfunctioning equipment and controls; performs repairs on HVAC systems on Tribal Buildings; analyzes System diagrams and drawing to provide services necessary.
- 6) Maintains logs of inspections, service records and other required reports on all HVAC systems.
- 7) Participates in current/long range planning and scheduling of projects and maintenance programs, including major renovations and capital improvements.
- 8) Performs other duties as assigned to achieve Tribal/Program goals and objectives.

**MINIMUM QUALIFICATIONS**

**Education:** High school diploma or GED equivalent; OR

**Certification:** HVAC Certification; AND

**Experience:** Six (6) months' work experience in general commercial and residential HVAC systems; OR

Equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of general HVAC methods, practices and procedures.
- Knowledge of repair of electrical motors and systems.
- Knowledge of regulations related to HVAC systems.
- Knowledge of occupational safety and specialty tools related to the HVAC trade.
- Reliability and dependability
- Good verbal and written communication skills to prepare reports and express concerns clearly.
- Skill in utilizing health safety, environmental policies, practices and procedures.
- Skill in verbal and written communications.
- Skill in following the Building Codes rules and regulations.
- Skill in safely utilizing a variety of power and hand tools.
- Skill in operating provided equipment.
- Skill in utilizing customer service techniques when responding to inquiries and complaints.
- Ability to understand and follow written and verbal instructions.
- Ability to safely use of equipment and handling such equipment.
- Ability to follow written and verbal instructions, diagrams, blueprints and electrical schematics.
- Ability to prioritize work assignments and complete within deadlines.
- Ability to make quick decisions in various situations.
- Ability to establish and maintain positive professional working relationships with others.

### **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must complete an annual physical examination.
- 6) Must not have any felony convictions.
- 7) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.