

**TBI Airport Management Inc.  
Hollywood Burbank Airport  
Job Description**

## **HVAC Technician**

**Reports to:** Maintenance Manager

**Status:** Non-Exempt

**Description:**

Under general supervision, to perform journeyman level work in installing, maintaining, and repairing various types of air conditioning, heating, and refrigeration equipment; to install and maintain heating and ventilating duct systems; to perform maintenance, repair and calibration on heating and air conditioning control devices; to supervise assigned helpers in such work; and to do other work as required.

**Essential Job Functions**

**Typical Tasks:**

- Investigates problems and performs repairs on mechanical and electrical equipment related to heating, cooling, refrigeration, and ventilation systems
- Installs and maintains heating and ventilating duct systems
- Monitors, inspects, repairs and maintains heating and cooling systems to ensure proper operation
- Performs scheduled maintenance on all heating, cooling, refrigeration, and ventilation systems
- Maintains records of inspections and work performed
- Checks operational charts on air conditioning equipment to determine efficient operation or significant deviations from normal
- Silver soldering of lines
- Installs HAVC equipment
- Utilizes, hand, power, electrical, and specialized tools related to the trade
- Uses Building Management System to check HVAC system
- Reads and interpret blueprints, diagrams, schematics, and drawings
- Perform other job-related duties as assigned

**Minimum Qualifications**

**Employment Standards:**

- Must possess Universal Technician certification from the Environmental Protection Agency
- Obtain and maintain security clearance as required by the Airport Security Plan and TSA regulations
- Possession or ability to obtain before appointment a valid California Driver License, Class C

## **Supplemental Information**

Knowledge of:

- Principles and practices of installing, maintaining and repairing air conditioning, refrigeration, heating and ventilating systems
- Knowledge of Title 24 regulations
- Knowledge and ability to use tools and equipment used in heating, cooling, refrigeration, and ventilation systems

Ability to:

- Diagnose malfunctions of mechanical systems.
- Operate a motor vehicle in and around aircraft and ground support equipment.
- When using ladders or scissor lifts you must insure the safety of those working around or on such equipment.
- Read and comprehend job diagrams, sketches, and written instructions.
- Work with hand and power tools characteristic of the trade.
- Learn and operate forklift, portable light towers, Scissor Lifts.
- Lift, push, pull, move or carry over 50 pounds, climb ladders.
- Use best practices for operating ladders and other apparatus.

**Interested Applicants can apply by clicking this link and completing the online assessments:**

**<https://www.ondemandassessment.com/link/index/JB-JLZZO3711?source=HB-Website&u=137146>**