

**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 HVAC 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
- Erect ladders or scissor lifts and 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, portable, Gradal
- Lift, push, pull, move or carry over 50 pounds, climb ladders
- Use best practices for operating ladders and other apparatus

NOTE:

A review of this description has excluded the marginal functions of the position. All typical tasks and requirements are essential job functions.

Employees will be required to perform other job-related duties assigned by their supervisor

To Apply: Please send your resume to employment@bur.org