

**Town of Exeter, New Hampshire
Position Description**

Position Title: **Maintenance Technician
HVAC & Plumbing**

Department: Public Works
823

Reports To: Maintenance Superintendent

Date: September 2023

GENERAL SUMMARY:

Under the general direction of the Maintenance Superintendent, responsible for providing plumbing and heating systems support to all Town owned buildings, grounds, and equipment. Supports construction functions within the Public Works Department to include snow removal.

ESSENTIAL JOB FUNCTIONS*:

- Maintains HVAC systems associated with the Town buildings, including boilers, furnaces, and air conditioners.
- Adjusts and tests all installations to meet requirements.
- Replaces filters and routine items in a continuing preventative maintenance program.
- Repairs, replaces parts, and conducts general overhaul and cleaning of all units.
- Maintains all plumbing fixtures and water sources to the Town buildings.
- Maintains necessary work orders and records, including HVAC records and logs.
- Assists with snow removal operations in the Town.
- Maintains stock and equipment for the waste oil program.
- Inspects buildings for maintenance and safety requirements.
- Detects and reports to supervisor improper operation, faulty equipment, defective materials, and unusual conditions.
- Provides technical support for contracted changes or improvements.
- Insures all work meets prescribed standards of quality and insures compliance with all safety procedures and policies.
- Uses miscellaneous small tools and equipment in the performance of duties, including hand and power tools.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs on-call coverage for emergencies and problems related to equipment failures.
- Promotes and maintains positive community relations.
- Adheres to Town's written operating procedures and policies.
- Performs other related duties as assigned.

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PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

Duties require knowledge of heating, ventilating, and air conditioning equivalent to completion of an Associates degree and one to three years of related experience, or equivalent combination of education and experience.

Apprentice, Journeymen, or Master Plumber license preferred.

Extensive experience operating HVAC and plumbing equipment.

Knowledge of HVAC and plumbing installation, repairs, alterations, and maintenance processes and procedures.

Ability to communicate effectively.

Ability to maintain records.

Ability to establish and maintain effective working relationships.

Skill in the operation and maintenance of equipment used in HVAC and plumbing installation, repair, alteration, and maintenance work.

Demonstrated mechanical aptitude.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

May perform periods of outside work, subject to all weather conditions and extremes.

Regular and sustained periods of physical exertion, requiring ability to lift, carry, bend, and position heavy objects utilizing proper body mechanics and techniques.

Exercises caution when operating equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**