



VALLEY COUNTY JOB DESCRIPTION

Journeyman HVAC Technician

Department: Facilities

Date Established: 10/1/2025

Reports To: Facilities Director

Date Revised:

Pay Grade: F

FLSA Status: Non-Exempt

SUMMARY

The Journeyman HVAC Technician is a skilled position responsible for the installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration (HVAC/R) systems within all county-owned facilities. This role requires a high degree of technical expertise, problem-solving ability, and adherence to safety protocols. The work is performed with latitude for independent judgement and initiative.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Install new HVAC/R equipment, including but not limited to, air conditioners, furnaces, boilers, heat pumps, and ventilation systems, following blueprints, schematics, and manufacturer specifications.
- Perform routine preventative maintenance on all HVAC/R systems, including filter changes, coil cleaning, lubrication of moving parts, and system checks to ensure peak performance and longevity.
- Diagnose and troubleshoot complex mechanical and electrical issues in HVAC/R systems. Perform repairs and component replacements, such as compressors, motors, valves, thermostats, and circuit boards.
- Assist in the planning and execution of HVAC/R system upgrades and retrofits to improve energy efficiency and meet current building codes.
- Maintain accurate and detailed records of all work performed, including maintenance logs, repair history, and inventory of parts and materials used.
- Ensure all work is performed in accordance with federal, state, and local codes, as well as county safety policies and procedures.
- Be available for on-call duties and respond to after-hours HVAC emergencies as needed to minimize downtime and ensure public safety and comfort.
- Work cooperatively with other facilities staff, contractors, and county department personnel to coordinate projects and address facility-related issues.
- Respond to service requests from county employees and the public in a timely and professional manner, providing excellent customer service.
- Adhere to all safety regulations, including the use of personal protective equipment (PPE), and maintain a clean and safe work environment.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Current licensure as a Journeyman HVAC Technician with the State of Idaho
- Minimum of 4 years of professional work experience as an HVAC Technician. Experience in a commercial or industrial setting is a plus.
- Thorough knowledge of HVAC/R theory, principles, and practices.
- Demonstrated ability to diagnose and repair a variety of HVAC systems.
- Proficiency in diagnosing and repairing electrical and mechanical components of HVAC/R systems.
- Familiarity with building automation systems (BAS) and controls.
- Ability to read and interpret blueprints, schematics, and technical manuals.
- Strong problem-solving and critical-thinking skills.
- Excellent communication and interpersonal skills.
- Ability to work independently with minimal supervision and manage multiple tasks effectively.
- Physical ability to lift heavy objects (up to 50 lbs), climb ladders, and work in various weather conditions and confined spaces.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires working both indoors and outdoors in various weather conditions. The employee may be exposed to loud noises, moving mechanical parts, electrical shock, and hazardous materials. Proper safety precautions and personal protective equipment (PPE) must be used at all times.