Position Description Form (PDF)

College: Sir Sandford Fleming

Incumbent's Name**:** Vacant

Position Title: HVAC Specialist Payband:I

Position Code/Number (if applicable): S00105

Scheduled No. of Hours_____40_____

Appointment Type: __x_____12 months _____less than 12 months

Supervisor's Name and Title: Randy Prentice, Manager of Facilities and Projects

Completed by: Randy Prentice PDF Date: November 5, 2024

Signatures:

Incumbent: Date:
(Indicates the incumbent has read and understood the PDF)

Supervisor: Date:

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled "A Guide on How to Write Support Staff Position Description Forms" or contact your Human Resources representation for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements.**

Position Summary

Provide a concise description of the overall purpose of the position.

Responsible for the continued maintenance and repair of all heating, cooling, ventilation, various mechanical equipment and related components by checking, inspecting, testing and diagnosing as necessary to ensure proper, continuous and efficient operation.
Responsible for building automation (BAS) operation, maintenance, repair, upgrades and operational facets of the BAS vendor contract.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

The Incumbent shall practice safety measures including those described in the College Safety Manual in completing the following duties, using personal protective equipment as appropriate.	Approximate % of time annually*
1. HVAC Inspection: Performs regular daily inspections for safe operation and performance of all HVAC equipment, including, but not limited to all rooftop equipment, boilers, chillers, closed loop systems and components, air handlers, exhaust systems. Inspects maintenance items such as filters, belts, condenser coils on a regular basis and schedules routine maintenance at appropriate intervals. Attends to all HVAC health and safety related issues such as overall air quality, by identifying the causes, rectifying problems, and arranging testing as requested.	15%
2. HVAC Repair & Maintenance: Performs diagnosis/ repairs/ replacements on HVAC equipment including, but not limited to compressors, coils, driers, burner components, fans, VAV's, motors, electrical components, pumps, dampers, actuators, controllers, Digital Direct Control (DDC) components. Diagnosis and repair of pneumatic control systems. Co-ordinates and performs preventative maintenance procedures at regular intervals, such as lubricating, cleaning, replacing belts & filters. Maintains a log of all activities, as per TSSA requirements and for equipment warranty purposes, orders supplies and parts according to procedures established. Performs minor sheet metal repairs and fabrications. Supervises casual help (students) as required. This position is also responsible for maintenance and repair of specialized HVAC equipment such as geothermal heating/cooling systems, cooling towers, heat recovery systems.	25%
3. Energy Management: Monitors, tracks, diagnoses and effects required repairs and/or adjustments to mechanical and BAS equipment. Provides primary advice and assists with the planning of further applications and enhancements to exploit the full potential of Energy Management. Offers basic training to other plant staff, according to the credentials required and the ability to assist. Gains knowledge of upgrades to BAS and computerized applications which improve efficiency and reduce energy consumption through regular training. Provides expertise for upgrading or replacement of equipment. Performs operating schedule changes of HVAC for special events, when required.	10%

4. BAS Maintenance and Repair: Monitors and maintains BAS systems and components on a daily basis, checking alarms and making adjustments as required. Ensures complete system functionality on a continuous basis. Liaises with BAS provider(s) and technicians.	20%
5. Repairs to Other Mechanical Equipment: Ensures that all plumbing is in working order by performing repairs or guiding and assisting in maintenance and repair. Repairs equipment such as motors, pumps, kitchen equipment. Maintains air compressors by performing regular checks of the air receivers, valves, strainers, lubricators, cleaners and automatic drains. Performs repairs and preventative maintenance as required. Incumbent ensures that program related propane/NG equipment is compliant and properly maintained. Provides advice to program areas on PM requirements and procedures for any equipment connected to College gas infrastructure.	15%
6. General Maintenance: Performs basic facilities maintenance, including, but not limited to: Replacing/ adjusting/ repairing light bulbs/tubes, ceiling tiles, door hardware, furniture, window coverings. Assists with moving resources, grounds care and general facility operational needs during peak periods. May be required to assist at other campus locations periodically. Refers advanced issues to Facility Manager. Co-ordinates and consults with outside contractors for various projects and maintenance as required. Reviews engineered drawings and specifications as required. Provides supervisor with cost estimates and develops a materials list, sources suppliers and obtains quotes for most practical and cost-effective approach.	10%
7. Safety Maintenance. Responds to emergency situations such as fire alarms and drills, building closure due to weather or building contingencies. Clears ice, snow, various debris, applying ice melt and shoveling as required at entrances and exits maintaining an acceptable level of safety.	5%

* To help you estimate approximate percentages:

½ hour a day is 7%	1 hour a day is 14%	1 hour a week is 3%
½ day a week is 10%	½ day a month is 2%	1 day a month is 4%
1 week a year is 2%		

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the-job training in this information.

□ Up to High School □ 1 year certificate □ 2 year diploma

X□ Trade certification □ 3 year diploma / degree □ 4 year degree or 3 year diploma / degree plus professional certification

□ Post graduate degree (e.g. Masters) or 4 years degree plus professional certification

□ Doctoral degree

Field(s) of Study:

Refrigeration and Air Conditioning Systems Mechanic (Trade Certification)

B. Check the box that best describes the requirement for specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirement that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

□ No additional requirements	
X Additional requirements obtained by course(s) of a total of 100 hours or less	1. Honeywell EBI, CARE or similar DDC applications training. 2. ODP (Ozone Depletion Prevention) certificate. 3. Multistack Chiller training 4. Basics of Fall Protection 5. WHMIS training 6. Self propelled elevated work platform training (class 2 min.). 7. First Aid training. 8. Confined space entry training.
□ Additional requirements obtained by course(s) of a total between 101 and 520 hours	
X Additional requirements obtained by course(s) of a total of more than 520 hours	Gas Fitter 1 (Trade Certification)

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or on-the-job training occurs after the conclusion of the educational course or program.

□ Less than one (1) year	
□ Minimum of one (1) year	
□ Minimum of two (2) years	
□ Minimum of three (3) years	
X Minimum of five (5) years	Technical and mechanical diagnosis of all types of HVAC equipment. Equipment needs during seasonal changes. Interpreting engineering drawings. Microsoft software and programs (Internet Explorer, Windows, Word, Excel). Advanced/Expert knowledge of operation, trouble shooting, installation and maintenance of Building Automation Systems (BAS) software and related hardware (ex: Honeywell, Power Logic). General Facility maintenance. Self-direction, working under pressure, within tight timelines, with minimal supervision. Customer service, resolving client issues.
□ Minimum of eight (8) years	

3. Analysis and Problem Solving

This section relates to the application of analysis and judgement within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgement required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
Key issue or problem encountered.	Independent judgement and decision making are paramount to this position. Position exercises judgement when performing regular inspections on all HVAC systems. Judgement is required when anticipating problems and responding with appropriate action.
How is it identified?	Usually complaint driven or equipment break down.
Is further investigation required to define the situation and/or problem? If so, describe.	Check to make sure equipment is operating. Some tear down of certain equipment may be required. Evaluates purchases/installations. Selects product in a routine situations by considering value, operation efficiency, quality of components and integration needs.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Diagnostic troubleshooting**,** involving a methodical approach through to a resolve.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Manufacturers, dealers/suppliers internet and other like trades. Operating manuals, wiring schematics and incumbents past experience.

3. Analysis and Problem Solving

	#2 regular & recurring
Key issue or problem encountered	The incumbent must have a high proficiency in trouble shooting, service and repair work on all types of heating ventilating and air conditioning equipment including Engineered Air roof to units, Lennox split Multizone units, Hydrotherm plus boilers, Coravac Heating, building refrigeration systems, gas fired equipment and HVAC controls such as Carrier VVT and VAV boxes, digital controls, Honeywell control BAS systems; Engineered Air CTRAC; VFD Drivers Energy management equipment; knowledge and experience in ordering replacement parts and equipment
How is it identified?	Equipment breakdown and complaints i.e. too hot/cold.
Is further investigation required to define the situation and/or problem? If so, describe.	Yes, equipment tear down to determine problem.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Diagnostic troubleshooting, look at Honeywell control system to determine problem area.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Manufacturer, dealer/supplier, other related trades and internet. Service manuals.

	#3 regular & recurring
Key issue or problem encountered	Building Automation System failure or defect. Programming or re-programing required.
How is it identified?	During routine monitoring of BAS, alarms, reports of air quality irregularities from occupants, reported by IT.
Is further investigation required to define the situation and/or problem? If so, describe.	Source must first be determined, possibilities could be the HVAC equipment itself, software, or an IT issue.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	BAS can self diagnose with aid of incumbent to a point, at which the incumbent would investigate outside interferences such as power issues or failures, mechanical equipment failures, server and controller issues, possibly created in or by IT department.

What sources are available to assist the incumbent finding solution(s)? (e.g. past practices, established standards or guidelines).	Internal IT technicians, BAS provider, manuals, past practices, other Facilities staff.

3. Analysis and Problem Solving

#1 occasional (if none, please strike out this section)

Key issue or problem encountered	Incumbent to service glass blowing forges to ensure that problems do not arise that could impact quality of glass. No flow alarms. Servicing, install/removal of blacksmith shop forges.
How is it identified?	Alarm/complaint driven. Equipment breakdown. Alarm driven.
Is further investigation required to define the situation and/or problem? If so, describe.	Visual inspection/ tear down. Visual inspection of pumps, floats and electrical.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	Methodical diagnostic troubleshooting. Troubleshoot, electrical meters.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	Manufacturer, dealer/supplier, other related trades and internet. Service manuals and past experience.

#2 occasional (if none, please strike out this section)

Key issue or problem encountered	Air quality issues.
How is it identified?	Physical inspection, routine safety inspections, testing, reports/ complaints from occupants, BAS feedback.
Is further investigation required to define the situation and/or problem? If so, describe.	Depending on nature of issue, independent testing and environmental consultants may be contracted.

Explain the analysis used to determine a solution(s) for the situation and/or problem.	Physical inspection may reveal obvious issues (Too hot/cold, burning smell, haze, etc.), otherwise BAS and mechanical diagnosis will be employed.
What sources are available to assist the incumbent finding solution(s)? (eg. past practices, established standards or guidelines).	On site testing equipment, service manuals, suppliers, contractors, manufacturers, environmental agencies/contractors.

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

Using the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

	#1 regular & recurring
List the project and the role of the incumbent in this activity.	Mechanical repairs to HVAC equipment. The incumbent must have a high proficiency in troubleshooting, service and repair procedures on all types and makes of heating ventilation and air conditioning equipment including Engineered Air, Airwise, Trane and Lennox single and multizone air handling units, closed loop boiler and chiller systems, infrared heating, building refrigeration systems, gas fired equipment.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Incumbent must be able to prioritize work effectively, multi-task, and work under pressure to meet strict deadlines.
List the types of resources required to complete this task, project or activity.	Specialized tools and equipment, testing devices & meters. Service manuals and engineering or as-built drawings and schematics. Log Books.
How is/are deadline(s) determined?	Room or area usage/booking. Work order generated by Supervisor. Independent knowledge/ experience of duration to affect repair.

Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Changes may be determined by incumbent and/ or Supervisor. Impact on others may be determined by Facilities Director or Operations Officer. Example; if a procedure is rescheduled or delayed, it may affect users of a particular room or area of the building. Impacts class schedule, independent bookings, etc.

4. Planning/Coordinating

	#2 regular & recurring
List the project and the role of the incumbent in this activity.	Preventative Maintenance. Incumbent co-ordinates and facilitates cleaning and/or replacement of normal wear items such as belts, filters, strainers, driers, spark plugs, burners and condenser coils.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Incumbent plans for seasonal changes, co-ordinates casual help for large projects (filter changes, coil cleaning), determines inventory and advises special order quantities, calculates timelines.
List the types of resources required to complete this task, project or activity.	Inventory, casual help, other Facilities staff, Log books, special equipment.
How is/are deadline(s) determined?	Seasonal changes, availability of casual help, building occupancy timing (break weeks), availability of product, discussion between Incumbent/ Supervisor.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Incumbent and/ or Supervisor.

	#3 regular & recurring
List the project and the role of the incumbent in this activity.	Building Management System service and maintenance. Incumbent must have concise knowledge of electronic HVAC controls such as DDC, Eng-A CTrac, Trane, VAV systems, etc. Must have clear understanding of software functions and sequences of operation.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Computer navigation skills, scheduling, ability to read and understand mechanical drawings, blueprints and graphics.
List the types of resources required to complete this task, project or activity.	PC, network, riser diagrams and mechanical drawings.
How is/are deadline(s) determined?	Daily requirements, monthly schedule of technical upgrades & service by outside contractor (Honeywell)
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Incumbent and/ or Supervisor. Changes to settings for increased cooling/heating/ventilation impact large events such as Open House.

4. Planning/Coordinating

	#1 occasional (if none, please strike out this section)
List the project and the role of the incumbent in this activity.	Assessment of HVAC equipment needing replacement. Consistently makes judgement on the best course of action - example; which HVAC units place the College most at risk in terms of potential to fail, ability to get parts, and operating in a safe manner.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Generally, must judge which units to monitor on a consistent basis in terms of chronic issues. Must forecast consequences to the area serviced.
List the types of resources required to complete this task, project or activity.	Experience and expertise in the trade(s), fellow tradespeople, ability to estimate projected life spans etc.
How is/are deadline(s) determined?	Usually by condition of equipment, availability of funds, peak periods of use of building.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Incumbent and/ or Supervisor, consultants, Facilities Director.

4. Planning/Coordinating

	#2 occasional (if none, please strike out this section)
List the project and the role of the incumbent in this activity.	Equipment upgrading for Health & Safety, Fire or building code requirements. Incumbent makes recommendations, designs and/or builds and installs components. Recommends IAQ testing, duct cleaning etc. Re-designs equipment as needed to suit specific needs.
What are the organizational and/or project management skills needed to bring together and integrate this activity?	Incumbent co-ordinates proposal, gathers quotes, supervises progress of project.
List the types of resources required to complete this task, project or activity.	Good knowledge of manufacturers and subtrades, OH&S Act, TSSA or other governing body regulations.
How is/are deadline(s) determined?	Incumbent will base completion dates on College activities/schedules, and governing body required timelines.
Who determines if changes to the project or activity are required? And who determines whether these changes have an impact on others? Please provide concrete examples.	Supervisor/Incumbent/consultant or contractor. A new HVAC upgrade may create a moisture problem due to design/age of existing building, resulting in mould issues, impacting occupants. Alternative air handling solutions required.

5. Guiding/Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus on the actions taken (rather than the communication skills) that directly assist others in the performance of their work or skill development.

Though Support Staff cannot formally "supervise" others, there may be a requirement to guide others using the incumbent's job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks.

Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
X	□	Minimal requirement to guide/advise others. The incumbent may be required to explain procedures to other employees or students.	Supervisor/Technicians/Facility's staff
X	□	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete specific tasks.	Demonstrates the correct process for operating the Building Automation System (BAS) for HVAC Technicians.
□	□	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	
□	□	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	

□	□	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in the position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (if none, please strike out this section)
From daily rounds generate work order through plant and property office for needed service and repairs detected. Work order issued – with problem stated. Must be investigated and evaluated as to most economical solution and then installed, built or repaired.	

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (if none, please strike out this section)
Principles and technologies learned through post-secondary education. Reference to course textbooks; operation and maintenance manuals for equipment, machinery to determine or try to evaluate the problem and possible solution. Years of experience working on above note systems and equipment will be a valuable asset.	

How is work reviewed or verified (eg. feedback from others, work processes, Supervisor)?	
Regular and Recurring	Occasional (if none, please strike out this section)

Supervisor does not regularly check for completion, other than safety issues. Work is reviewed by discussions on an ongoing basis, e.g. getting OK for money to repair. .	

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the Supervisor?	
Regular and Recurring	Occasional (if none, please strike out this section)
Working with other facilities staff while on other campuses **i.e. Haliburton**	

Describe the type of decisions that would be decided in consultation with the Supervisor.	
Regular and Recurring	Occasional (if none, please strike out this section)
Approval of payment for parts etc. Getting P.O.s. Approval on quotes.	

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (if none, please strike out this section)
First thing daily visit every building HVAC system to confirm proper operation and prioritize repairs needed. Daily equipment maintenance. Equipment repair. Continuous for all of the above.	

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which the position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfil the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D, W, M. I)*
How is it received?	How is it carried out?		
Receives work orders which indicate problem i.e. too hot/too cold.	Follows work orders to investigate problem and make necessary repairs.	College Community	D
Receives specific direction from supervisor.	Follows direction through to completion of request.	College Community	W
Receives request to assist other campuses.	Follows through with request in going to campus.	College Community	I / W
Receives request to assist other facilities staff.	Works with other facilities staff through to completion of task.	Facilities Staff	W
Receives request to assist other departments i.e. CAWT/Hatchery	Works through to completion.	Programs	W

* D = Daily W = Weekly M = Monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section(s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D, W, M ,I)*
Exchanging routine information, extending common courtesy	Answer questions to help with problem situations	Teachers	W
	Answer questions, unlock doors etc.	Students	I
	Assist and direct	Public	I
Explanation and interpretation of information or ideas	Repair machinery or answer questions	Caretakers	I / W
	Purchase installation and repairs	Suppliers	D
	Explain Motor repairs needed	Service centres	W
	Assist and direct	Service contractors	W
	Approvals to proceed with quote	Supervisor	W
	Obtaining best price for parts and equipment	Dealers/suppliers, contractors	W
Imparting technical information and advice	Specific projects involving HVAC or plumbing. Refrigeration	Faculty	I / W
	Changing filters	Supervisor	W
		Technicians	I
		Facilities staff	I
Instructing or training			
Obtaining cooperation or consent			
Negotiating			

* D = Daily W = Weekly M = Monthly I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D, W, M, I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1 - 2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Walking	D	X			x		
Pulling or lifting light and medium weights	D	X			X		
Pulling lifting heavy weights	I	X				X	
Climbing	D	X				X	
Crouching	D	X			X		
Standing	D	X			X		

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If lifting is required, please indicate the weights below and provide examples.

X Light (up to 5 kg or 11 lbs)	Tools and parts.
X Medium (between 5 to 20 kg or 11 to 44 lbs)	Step ladders, pumps and motors.
X Heavy (over 20 kg or 44 lbs)	Pumps, motors and compressors.

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform a task and the duration of the task, including breaks (eg. up to 2 hours at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (eg. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Welding	**M**	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually **Radio calls** □ No				

Activity #2	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Adjustment to air handling equipment	D		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually **Radio calls** □ No				

Activity #3	Frequency (D, W, M, I)*	Average Duration		
		Short < 30 mins	Long up to 2 hrs	Extended > 2 hrs
Troubleshooting VAV and VVT heating/cooling digital controls	D		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why? X Usually **Radio calls** □ No				

* D = Daily W = Weekly M = Monthly I = Infrequently

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D, W, M, I)*
□ acceptable working conditions (minimal exposure to the conditions listed below)		
X accessing crawl spaces/confined spaces	Confined HVAC access between pipes and duct work.	I
□ dealing with abusive people		
□ dealing with abusive people who pose a threat of physical harm		
X difficult weather conditions	Working outside n summer heat and winter cold	W
X exposure to extreme weather conditions	Working on roof top for long periods of time.	W
X exposure to very high or low temperatures (e.g. freezers)	Walk-in coolers/freezers and glassblowing furnaces.	M
X handling hazardous substances	Working with natural or propane gas, Loopanol 2 or Glycol and refrigerant sewage.	I
X smelly, dirty or noisy environment	Running HVAC equipment.	D
X travel	Intercampus travel and supply purchases.	w
X working in isolated or crowded situations	Working alone in mechanical rooms or on roof tops.	D
□ other (explain)		

* D = Daily M = Monthly W = Weekly I = Infrequently