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| **Housing Authority of the Cherokee Nation Human Resources Job Description** |
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**Job Title: HVACR Unlimited Contractor**

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PREPARED BY: HUMAN RESOURCES

DEPARTMENT: AS ASSIGNED

REPORTS TO: AS ASSIGNED

PREPARED DATE: 2/22/2012

1ST REVISION DATE: 8/12/2021

FLSA STATUS: NON-EXEMPT

PAY RANGE: BASED ON EXPERIENCE, AND CERTIFICATION

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| Employees are held accountable for all duties and responsibilities of this job. |

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| **SUMMARY**: Installs, maintains, repairs, fabricates alters or extends air conditioning, refrigeration, heating, and ventilation including duct work or environmental control systems withing a complete system unlimited in horsepower or tons, and related appurtenant, apparatus, piping vessels, ducts and insulation in residences and offices, utilizing knowledge of refrigeration theory and structural layouts.  **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following, other duties may be assigned.  Mounts compressors and condenser units on platform floors using hand tools following blueprints and engineering specifications.  Fabricates, assembles, and installs duct work and chassis parts, using portable metal working tools and welding equipment.  Installs evaporator unit in chassis or in air duct systems using hand tools.  Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools.  Cuts and threads pipe, using machine-threading or hand threading equipment.  Joins tubing or pipe to various refrigeration units by means of sleeves, couplings, or unions and solders joints using torch, forming complete circuit for refrigerant.  Installs expansion and discharge valves in circuits.  Connects motors, compressors, temperature controls, humidity controls and circulating- ventilation fans to control panels and connects control panels to power source.  Installs air and water filters in completed installation.  Injects small amounts of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure.  Observes pressure and vacuum gauges and adjusts controls to ensure efficient operation. Tests joints and compressors for gas leaks, using gauges or soap and water solution.  Wraps pipe in insulation batting and secures them in place with cement or wire bands.  Disconnects defective breaker controls, thermostats, switches, fuses and notifies electricians for replacement. |
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**SUPERVISORY RESPONSIBILITIES**: May supervisor or oversee 1-4 employees. May perform these duties: Carries our supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees: planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**RESPONSIBILITIES/ACCOUNTABILITIES:** The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Heavy (Sets work procedures, priorities, levels of responsibility and objectives.)

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education Requirements:** Associates degree from a 2 year college or technical school; or 2 years (60 credit hours) coursework from a 4 year college or university; or 3 years related experience; or equivalent combination of education and experience.

**Experience Requirement:** An additional 4 years’ plumbing experience is required.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**COMPUTER SKILLS:** None required.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a Plumbing License and** a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating. CDL Preferred. Unlimited Contractor License.

**OTHER SKILLS AND ABILITIES:** Embraces and implements the Jobs/Language/ Community HACN strategy.

**PHYSICAL DEMANDS:** 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 frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. 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.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually moderate to loud.