Office of Human Resources

Broadband Job Description – Environmental Trades Technician Series – 12/1/2006

Environmental Trades Technician I (0864)

**Basic Purpose/Job Function:** Repairs and performs preventive maintenance on refrigerators, window air conditioners, freezers, ice-making machines, and air compressors.

**Examples of Titles Replaced:** Environmental Systems Technician III

**Typical Functions May Include:**

1. Maintaining refrigerators, window air conditioners, freezers, ice-making machines, and air compressors, gas fired furnaces, and split system a/c equipment
2. Aligning motor and blower drive units, both pulley and belt type, and flexible coupling type
3. Maintaining water pump
4. Reading simple electrical wiring diagrams
5. Performing soft solders, silver solders, and low temperature brazes tubing and piping systems
6. Servicing filters of all types, i.e., throw-away, washable, and roll-a-matic
7. Assisting in maintaining the supply inventory on the truck
8. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect health and safety of personnel and property.

**Supervision of Others:** Has no regularly assigned supervisory responsibility.

**Supervision Received:** Receives general supervision from a designated supervisor.

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 24 months
- **Type:** Refrigeration and air conditioning
- **Skills:** Uses tools or equipment; reads and interprets routine written or printed materials such as diagrams; communicates orally and/or in writing to exchange information; performs recordkeeping operations, making changes to existing records including computerized records; and performs addition and subtraction.
- **Special Requirements:** Climbing ladders and stairs; frequent and repeated bending, stooping, and kneeling; crawling under structures and through tunnels; working with arms extended above head, while lying down, and in extremely disagreeable weather conditions; carrying tools up to and/or in excess of fifty pounds up or down stairs; regular exposure to heavy lifting (minimum seventy-five pounds), and extreme temperature changes and safety hazards; working on rooftops that exceed ten feet; using pipe wrench, hammer, pliers, and assorted mechanical tools; moving furniture and heavy equipment; loading and unloading truck manually and using forklifts; working
Environmental Trades Technician I (0864)

with hazardous materials; using good eyesight and hearing to prevent safety hazards; exposure to odors; and using repeated hand and wrist movements.

- **Licenses**: Valid Oklahoma Driver’s License

- **Certifications**: Refrigerant Recovery Certification; Apprentice card or ability to obtain within one year of employment

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.