



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> HVAC TECHNICIAN		<b>JOB CODE:</b> HVAC
Business - Government		<b>EEO:</b> 7
Non-Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for maintaining and checking all heating, ventilation and air conditioning units, which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Check Building Automation System (BAS) daily.
2. Check belts monthly.
3. Check equipment for leaks weekly.
4. Change and clean filters quarterly.
5. Maintain boilers, chillers, air handlers etc. daily.
6. Keep a log on maintenance scheduling daily.
7. Conduct water treatment programs weekly.
8. Maintain all heating, ventilation and air condition units daily.
9. Trouble shoot problems with kitchen equipment, ice machines, refrigeration equipment, etc. daily.
10. Performs other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside customers Interfaces with inside customers
Freedom to Act	Interfaces with outside customers Interfaces with inside customers

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. High School Diploma or equivalent, GED.

Approved by: (Committee and Date)



**ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**EXPERIENCE:**

1. One year vocational training and/or two (2) years minimum experience.
2. Must have HVAC background.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Working knowledge of HVAC and computer components.
2. Must have knowledge of HVAC compressor and related equipment.
3. Basic knowledge of air conditioning units and heating.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Sub-zero to hot/humid temperatures.
2. All levels of heights.
3. Confined spaces.
4. Smoking environment.
5. Noisy gaming floor.