



HVAC TECHNICIAN

Salary: Commensurate with experience

Work Address: Kentucky International Convention Center
221 S. 4th St., Louisville, KY 40202

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – work with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, and the North American Championship Rodeo.

Kentucky Exposition Center:

The Kentucky Exposition Center is one of the largest exposition facilities in North America. It hosts some of the worlds most recognized events and trade shows with 1.2 million square feet of contiguous meeting space. There are 54 flexible meeting rooms, two arenas and 300 acres of outdoor exhibit and demonstration space which is all highly configurable to the specific needs of our clients.

Kentucky International Convention Center:

The Kentucky International Convention Center (KICC) is located in the heart of Downtown Louisville and hosts a full calendar of major conventions, conferences, expositions and private events. KICC reopened in late 2018 after a \$207 million renovation yielding a multitude of eco-conscious designs and pre-function spaces featuring modern glass facades overlooking the cityscape. The facility boasts 200,000 square feet of Class A exhibit space and 52 adaptable meeting rooms.

Kentucky Venues is governed by the Kentucky State Fair Board.

Work schedule can include nights, weekends and holidays as required. Benefits include life, health, dental and vision insurances, free parking, paid personal and sick leave, and state employee pension.

Job Description:

The HVAC Technician performs various maintenance duties in order to sustain the facility's physical constancy and improve its mechanical operations. The HVAC Technician carries out refrigeration and HVAC systems operations, routinely inspects facility properties, operating equipment and HVAC and refrigeration systems to detect any malfunctions or inefficiencies and makes minor repairs directly or reports complex issues for major repair accordingly.

WE SET THE STAGE. YOU STEAL THE SHOW.



Essential Functions (must be able to perform with or without reasonable accommodations):

- Performs operator duties of HVAC and refrigeration equipment, monitoring for alarms and adjusting system controls as necessary in accordance with event directives.
- Inspects facility mechanical systems to assess functionality and detect malfunctions and determines if minor or specialized repair is necessary.
- Performs basic maintenance applications of refrigeration and HVAC systems including replacement or repair of fuses, minor appliances and cords using hand, power and specialty tools accordingly.
- Performs minor repairs of refrigeration and HVAC systems at supervisor's discretion.
- Orders, or advises supervisor to order, parts, supplies and equipment for maintenance and minor repairs performed internally, dependent on facility inventory.
- Preps repair work according to supervisor directives using drawings, diagrams, blueprints, maintenance manuals and other facility and industry references.
- Records notes of maintenance and repair work.
- Adheres to organizational core values and service expectations.
- Maintains a professional, welcoming and responsive demeanor and addresses inquiries, requests and concerns graciously, discreetly and with a sense of urgency.
- Performs relative duties and manages other responsibilities as assigned.

Physical and Mental Demands (must be met with or without reasonable accommodations to perform essential functions):

- Consistently moves about multiple acres of facility space including traversing stairs, ramps, escalators, elevators and ladders and often maneuvering through heavily occupied spaces.
- Bends, stretches, twists, reaches and otherwise moves to perform assigned duties.
- Frequently moves objects and equipment weighing up to and greater than 50lbs.
- Consistently uses near, far and peripheral vision, exerts muscle force and coordinates one's body to safely maneuver equipment including some or all of, but not limited to: table and chair racks, stage pieces, vacuums, scrubbers, cars, trucks, forklifts, high lifts, scissor lifts and front-end loaders and inspect equipment for damages.
- Consistently functions and works within a moderate-to-high pressure event-driven environment, according to a stringent schedule.

Work Environment and Hours of Work:

- Event facility setting with moderate-to-high noise levels where event functions and facility maintenance are taking place as well as an office setting with minimal-to-moderate noise levels.
- Contingent on facility and event requisites, works a varied schedule consisting of: typical weekday hours, evenings, late nights, early mornings, weekends and holidays.
- Contingent on facility or event requisites, occasionally or frequently works more than 40hpw.
- Exposure to various weather conditions, including some or all of, but not limited to: rain, sleet, snow, hail, and extreme cold, heat and humidity.
- Exposure to high-allergen and other atmospheric elements including some or all of, but not limited to, the following: livestock and other animals, hay, dirt, dust, and exhaust fumes.
- Exposure to potentially hazard-inducing elements and applications including some or all of, but not limited to: use of heavy and specialized tools, moving vehicles and mechanical equipment, electrical current, working at above ground heights using ladders, lifts or other elevating devices, and direct contact with chemicals.

Knowledge, Skills and Abilities:

Knowledge of

- Operation and maintenance of HVAC and refrigeration equipment and systems and associated tools and machinery.
- General principles and application of HVAC service applicable to commercial facilities and event production.
- OSHA standards of HVAC and refrigeration equipment operation as well as that of associated tools and machinery.
- OSHA standards of operational transport equipment including some or all of, but not limited to: hand-trucks, forklifts, high lifts, scissor lifts and front-end loaders.
- Federal, state and local laws, codes and regulations relative to HVAC and refrigeration equipment and systems and facility structure.
- Organizational and facility policies, procedures and strategies to realize effective and safe operations.
- General customer and guest service principles and best practices and quality standards of skilled trades in order to provide outstanding service.

Skilled at

- Conveying clear and concise messages verbally, including in person, by two-way radio and by phone, and in writing, including by email.
- Understanding written sentences and paragraphs in work-related documents.
- Inspecting HVAC and refrigeration equipment and systems for operating malfunctions, diagnosing malfunctions and determining necessary maintenance and repairs for effective operation
- Maintaining and performing minor repairs on HVAC and refrigeration equipment and systems as necessary.

Ability to

- Understand spoken and written English language.
- Actively listen – give full attention to what is being said, understand points being made and ask questions for clarification.
- Understand and communicate factors and details relative to HVAC and refrigeration equipment, systems and maintenance.
- Determine when a detail or operational component or factor is erroneous or sub-par, particularly that of HVAC and refrigeration equipment and systems.
- Conduct self in a professional and composed manner.
- Function effectively in moderate to high-pressure situations.
- Exert necessary muscle force to lift, push, pull, carry or otherwise move objects.
- Use abdominal and lower back muscles to support one's body repeatedly and continuously during a shift without fatigue.
- Bend, stretch, twist, reach and otherwise move to perform assigned duties.
- Operate equipment safely, including some or all of, but not limited to: hand-trucks, forklifts, high lifts, scissor lifts, front-end loaders and equipment associated with the installation and maintenance of HVAC and refrigeration systems, without causing damage.
- Work collectively as a team member and take initiative to complete tasks working individually.

Education and Experience:

- High school diploma or equivalent is required.
- Journeyman HVAC licensure by Kentucky Department of Housing, Buildings and Construction.
- Minimum of three years of HVAC and refrigeration systems experience working in a commercial or industrial environment or facility.

Additional Requirements:

Applicants of and employees filling this position may be required to submit to a background check.

Application Process:

Interested applicants should email a cover letter, résumé and at least 3 professional references to:

Bill Taylor, Facility Manager
Kentucky International Convention Center
William.Taylor@kyvenues.com

The subject line of the email shall state "HVAC Technician Vacancy".

The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.