

HVAC TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Maintenance Supervisor, the job of HVAC Technician is done for the purposes of ensuring the availability and proper operation of services and systems; providing required information for future reference and for requirements of outside agencies; ensuring the completion of projects in a timely manner and according to specifications; maintaining technical skills and adherence to regulatory requirements; diagnosing and resolving mechanical and electrical problems; repairing and replacing defective parts; installing energy saving controls; designing and replacing sheet metal ducts to allow proper air flow; repairing pipes and brazing, soldering and welding parts as necessary; and operating a variety of tools and power equipment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The HVAC Technician is a journey-level trades class responsible for performing skilled mechanical work in the repair, inspection, servicing and alteration of District heating, ventilating, refrigeration, air conditioning systems and related equipment and facilities.

ESSENTIAL FUNCTIONS

- Installs/maintains heating and air conditioning, refrigeration equipment & systems for the purpose of ensuring the availability and proper operation of services and systems.
- Diagnoses/repairs heating and air conditioning, refrigeration systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Researches, engineers and designs heating and air conditioning, refrigeration systems for the purpose of ensuring the availability and proper operation of services and systems.
- Records/documents a variety of activities including preventive maintenance, purchases, inspections, for the purpose of providing required information for future reference and for requirements of outside agencies.
- Instructs/orients school personnel on the available services and systems' operation for the purpose of ensuring proper and efficient system usage and reducing service calls.
- Coordinates/monitors work of outside contractors for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Oversees/directs performance of Maintenance Utility Workers/Equipment Operators for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

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- Attends educational seminars and meetings for the purpose of maintaining job knowledge and skills and/or keeping current on job related safety concerns and issues.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, AND ABILITIES

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in HVAC repair and maintenance; programming of energy management systems; general plumbing and carpentry skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: manual and electrical tools and equipment applicable to HVAC trade; welding and soldering techniques; methods and use of test equipment, charts and scales; health and safety regulations; record keeping techniques; technical aspects of field of specialty; computer literacy for interfacing and troubleshooting energy management systems; reclaim and recycle practices; high and low voltage practice requirements, and applicable electrical codes.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: Interpret blueprints, shop drawings and sketches; working independently with minimal direction; planning and organizing work; maintain routine records; analyzing situations accurately and adopting an effective course of action; working under time constraints; and communicating with diverse groups of individuals.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing;

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significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

EXPERIENCE

Job related experience within specialized field is required.

EDUCATION

Community College and/or Vocational School degree with study in job related area.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid California driver's license; Environmental Protection Agency (EPA) approval and certification as Class I and II Technician.

Continuing Education/Training

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance