

# **HEATING/VENTILATION AIR CONDITIONING/REFRIGERATION (HVAC) MAINTENANCE MECHANIC**

## **JOB SUMMARY**

Performs skilled mechanical work in the installation, maintenance, and repair of HVAC equipment and other work as required. In addition, provides the District with technical expertise required to maintain District's ice storage systems, thermal energy storage systems and to provide support for energy management systems.

1. Directly responsible to Director of M.O.T. and/or designee.
2. Directly responsible for safety/program training of staff assisting in HVAC preventative maintenance activities.
3. Available to respond on evenings and weekends.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Knowledge of building, safety code, methods of supervision, use of power equipment, hand tools and procedures applicable to building construction, and extensive skills in HVAC trade.
2. Ability to draw plans and make oral/written reports.
3. Ability to coordinate work of a HVAC crew, work from blueprints, implement a centralized maintenance program and perform tailgate safety meetings with assigned crews.
4. Establish and maintain cooperative working relationships.

### **Experience/Education**

1. Possession and maintenance of a California Class C Vehicle Operator's License.
2. Three to five years of experience as a HVAC mechanic.
3. High School diploma or equivalent. Completion of an approved journey level program or its equivalent.
4. Ability to meet physical requirements of the job including ability to be respirator qualified.
5. Ability to be trained in lead, asbestos, and PCB guidelines and regulations.
6. EPA Certification to purchase and handle refrigerants as outlined in Section 608 of the Clean Air Act.

## **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Services and repairs of all HVAC systems and/or package units
2. Services and repairs boilers, including hot water and steam
3. Installs, services, and repairs HVAC/R controls
4. Monitors and programs energy management systems
5. Services and repairs buildings HVAC systems
6. Replaces valves, fan gaskets, filters and belts
7. Uses various testing equipment to locate defective parts and make necessary repairs and adjustments
8. Installs switches, gauges, thermostats, valves and tubing
9. Repairs pneumatic, electronic, or electrical control systems, hot and cold water pumps, gas valves and air compressors

10. Services repairs, and adjusts HVAC equipment, adds refrigerants and lubricants
11. Orders materials and supplies
12. Maintains records and reports
13. Repairs and maintain thermal energy storage systems, chiller equipment and pumps
14. Assists supervisors in coordinating, prioritizing and delegating HVAC work
15. Keeps records, make reports, requisition supplies as needed
16. Service and repair refrigeration systems
17. Service and repair cafeteria kitchen equipment, including ice machines, steamers, ovens/stoves, dishwashers
18. Performs other duties as assigned

### **PHYSICAL ABILITIES**

Physically and mentally able to perform the essential duties of a position without hazard to themselves or others.

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Seldom = less than 25% | 3. Often = 51-75%               |
| 2. Occasional = 26-50%    | 4. Very Frequent = 76% or above |

- |          |   |
|----------|---|
| <u>3</u> | Ability to hear and understand speech at normal levels  |
| <u>3</u> | Ability to communicate to others so as to be clearly understood in a normal conversation              |
| <u>3</u> | Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl                                   |
| <u>2</u> | Ability to lift 50 lbs.   |
| <u>2</u> | Ability to carry 50 lbs.  |
| <u>4</u> | Ability to reaching all directions  |
| <u>3</u> | Ability to work at heights  |
| <u>3</u> | Ability to ascend and descend ladder  |
| <u>1</u> | Ability to work at desk, conference table or in meetings of various configurations                    |
| <u>3</u> | Ability to stand for extended periods of time   |
| <u>3</u> | Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter |

### **OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.