

### HVAC TECHNICIAN

| **Reports to:**  | Facilities Manager |  |  |
| --- | --- | --- | --- |
| **Dept:** | Building Maintenance | **Range:** | 25 |
| **FLSA:** | Nonexempt/Extended Day | **EEO:** | Technical and Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, operate, service, maintain and repair heating, ventilation, air condi­tioning and refrigeration equipment; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

An HVAC Technician is distinguished from any classification in the Building Maintenance Mech­anic series in that an incumbent in the former class is primarily focused on maintenance of heating and air conditioning systems/components rather than multiple building trades.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Install, operate, inspect, troubleshoot, adjust, maintain and repair heating, ventilating, refrig­eration and air conditioning equipment including hot water boilers, heat pumps, heating/ven­tilating units, multi-zone air conditioning systems, reciprocating chillers, cooling towers, energy storage systems, air compressors, refrigerators and icemakers.
2. Install or modify heating and air conditioning and ventilation equipment/systems, including switches, gauges, valves, tubing and thermostats; make pipe connections and repairs; operate testing devices to troubleshoot and then repair electrical components and other defective parts of HVAC equipment.
3. Check and test new equipment before installation; calibrate pneumatic and electrical controls; adjust, balance and redesign airflow through ducts, diffusers and registers; set time clocks for heating, ventilating and air conditioning equipment; maintain chemical water treat­ment for cooling towers, hot and cold water systems and thermal energy storage systems; operate and adjust building electronic controls for temperature and scheduling control; initiate and implement preventive maintenance system; maintain logs and records pertaining to HVAC systems.
4. Coordinate with contractors and engineers for replacement of HVAC system; make esti­mates of labor and material costs for jobs; research catalogs to locate materials and parts required for jobs; requisition, receive and store parts and materials; purchase parts and materials on open purchase orders; maintain records of time and materials.
5. Assign and check the work of contractors assigned to HVAC projects; work from blueprints, schematics and rough sketches; plan and lay out work on assigned work orders; develop/ prepare rough sketches and working drawings.
6. Install, calibrate and operate a centrally controlled energy management system; utilize software to modify parameters and control heating and air conditioning equipment.

### OTHER DUTIES:

1. Assist other journey-level building maintenance personnel in cooperative assignments.
2. Maintain a variety of records of completed work, including blueprints, sketches, diagrams and logs; write reports as required; assist in developing specifications for work to be completed by others.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Methods, materials, tools and equipment used in the repair and maintenance of heating, ventilation, air conditioning and refrigeration equipment and systems.
2. Pipefitting, sheet metal and electrical work pertaining to HVAC repair.
3. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
4. Safety policies and safe work practices applicable to the work.
5. Applicable building codes and regulations.
6. Shop math applicable to the air conditioning trade.
7. The district's energy management system.
8. Basic recordkeeping.
9. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.

### ABILITY TO:

1. Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of the district's HVAC systems and related equipment
2. Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of situations applicable to HVAC operations and maintenance.
3. Work from diagrams, blueprints, plans, specifications, catalogs and technical manuals.
4. Calibrate systems.
5. Use with skill the tools, test equipment and materials of the HVAC repair trade.
6. Maintain tools and equipment used and assigned in clean working order providing proper security.
7. Plan and layout work.
8. Maintain basic records.
9. Perform shop mathematics.
10. Operate a truck observing legal defensive driving practices.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and four years of journey-level experience in the heating, air conditioning and refrigeration trade; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

EPA-approved Section 608 Type I and II refrigeration certification.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Student workers and contractors.

**CONTACTS:**

Coworkers, other department personnel, contractors, vendors, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate to heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weighing up to 75 pounds; frequent bending, stooping and kneeling; manual dexterity to safely operate power equipment; operating motorized equipment and vehicles; ability to operate electric car to travel and or to pick up/deliver supplies to various locations on campus; occa­sional travel to other district locations to work as needed.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Indoor and outdoor environments and weather conditions including rain and heat; exposure to sun for extended periods; work on slippery and/or uneven surfaces; work at above-ground locations such as ceilings and roofs, in constrained areas and around high-voltage and electrical panels; work while using or wearing personal protective equipment such as respir­ators, protec­tive gloves, hearing protection, steel-toed footwear, face shields, goggles and rain suits; environmental exposure to dust, fumes, oil/grease, gasoline, diesel fuel, smoke, pollen and/or hazardous materials; exposure to various noise levels from equipment and vehicle operation; work with and around extremely dangerous equipment and machinery with moving parts; may be required to work at any district location, during day and/or evening hours and week­ends as needed to conduct district business.