



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Maintenance HVAC Technician

Established date: 7/1/2015

Revision date: 11/17/2015

#### **GENERAL PURPOSE**

Under general supervision, performs duties in the maintenance, repair and adjustment of heating, air conditioning, ventilation and refrigeration systems in District buildings and facilities; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

A Maintenance HVAC Technician performs a wide variety of journey-level skilled duties troubleshooting, diagnosing, maintaining and repairing a wide variety of large, complex heating, ventilating, air conditioning and refrigeration systems and equipment. Assignments are typically received in general terms, and incumbents are expected to act independently within the framework of established policies, procedures and objectives.

This position is directly responsible to the Assistant Superintendent of Administrative Services or their designee.

#### **ESSENTIAL DUTIES AND 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. Conducts regular preventative maintenance and inspection of heating, ventilation and air conditioning systems; routinely checks belts, filters, coolants and lubricants; monitors operation and makes adjustments to control levels of fluid, pressure or temperature in refrigeration and air conditioning systems; changes oil and charges units with freon or refrigerant.
2. Inspects, services and performs maintenance for refrigeration, air conditioning and heating equipment and related ducting to locate defects in operation and to make necessary repairs; disassembles various parts and units to restore proper operating conditions; replaces and rebuilds motors, compressor belts, filters and valves.
3. Checks heating/cooling automation systems and makes necessary adjustments.
4. Works from sketches, plans, drawings, blueprints and specifications.
5. Coordinates with outside contractors as required; conducts job walks with contractors and inspects the work of outside contractors.
6. Drives vehicles to and from work sites in order to transport tools, equipment, furniture and materials.
7. Assists in preventive maintenance and repair programs related to various trades.
8. Requisitions, stocks and maintains inventory of equipment and repair parts.
9. Prepares and maintains detailed records of work performed including blueprints, sketches, diagrams and logs; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Methods, procedures, tools and materials used in heating and air conditioning systems, as well as troubleshooting motor control circuits.
2. Electronic and digital control systems.
3. National Electrical Code and electrical safety codes.
4. Technical aspects of field of specialty.
5. Applicable health and safety regulations.
6. Correct English usage, including spelling, grammar and punctuation.
7. Recordkeeping, filing and basic purchasing practices and procedures.
8. District rules, policies and procedures applicable to purchasing and expense reporting.
9. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

**Ability to:**

1. Perform skilled inspection, repair, installation and alteration of heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.
2. Perform preventative maintenance and routine servicing of equipment.
3. Diagnose defects and install, repair and maintain heating, ventilating, refrigeration and air conditioning units.
4. Make arithmetic calculations related to specialty quickly and accurately.
5. Work effectively with diagrams, blueprints, plans, sketches and specifications.
6. Use a variety of tools and machines standard in the trade.
7. Exercise sound judgment in the selection of proper materials and methods of performing work.
8. Estimate time, materials and equipment required to perform assigned duties.
9. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and at least three years of journey-level experience in the installation, maintenance and repair of air conditioning and heating systems; or an equivalent combination of training and experience. Experience in a school district is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

A HVAC certification or license is required.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands 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.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems; use shop math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

**WORK ENVIRONMENT**

The employee works in a shop and field environment where the noise level is usually moderate. The employee regularly works in outdoor weather conditions; extreme heat or cold; wet, humid conditions; on ladders/scaffolding or in high, precarious places; on uneven or slippery surfaces; near moving mechanical parts and moving equipment. The employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The employee is frequently exposed to loud or prolonged noise from equipment. Work requires responding to on-call services as requested.

FLSA Designation:	Non-Exempt
EEO Category:	Skilled Craft Worker
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing