



MAINTENANCE, HEATING, VENTILATING, AND AIR CONDITIONING MECHANIC

Revision Date: 01.13.10

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Maintenance and Operations Director, performs skilled mechanical and electrical work in repair, inspection, servicing, installation and alteration of district heating, ventilating, refrigeration and air conditioning systems and related equipment and facilities.

STATEMENT OF TYPICAL DUTIES:

- a. Installs, services, maintains, regulates and repairs mechanical equipment including heating, ventilation, air conditioning and refrigeration equipment. **E**
- b. Repairs or replaces compressors, charges units, controls thermostats, regulators and other parts and systems; charges refrigeration system; inspects, cleans and replaces filters as necessary. **E**
- c. Checks and adjusts temperatures of air conditioning equipment, furnaces, boilers and thermostats. **E**
- d. Cleans repairs and replaces worn parts of ventilator fans and hoods. **E**
- e. Performs electrical, pneumatic and mechanical testing of equipment; diagnoses mechanical and electrical problems; repairs or replaces defective parts in units and equipment and controls. **E**
- f. Operates a variety of equipment and machinery such as meters and testing devices, pressure gauges, pumps and hand tools; operates and may perform operator's maintenance on a District vehicle as necessary to conduct work. **E**
- g. Locates and acquires parts necessary for repair of maintenance HVAC equipment and systems; recommends the purchase of equipment and machines as appropriate. **E**
- h. Works from sketches, plans, drawings, blueprints and specifications. **E**
- i. Maintains routine records related to maintenance and repair activities. **E**
- j. Develops and maintains a preventive maintenance program for district heating, ventilation, air conditioning and refrigeration equipment systems. **D**
- k. Observes and complies with Federal, State and local electrical, gas and safety codes and regulations; establishes and implements prudent safety policies and procedures. **E**
- l. Repairs and provides maintenance services to other electrical, communications or mechanical systems. **E**
- m. Ability to operate districts energy management system as it relates to the HVAC. **E**
- n. Provide technical assistance to district plumbers and school personnel on energy management system information. **E**

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Manual and electrical tools and equipment applicable to HVAC trade.
- Welding and soldering techniques.
- Methods and use of test equipment.
- Health and safety regulations.
- Applicable laws, codes and regulations.
- Record keeping techniques.
- Reading and writing communication skills.
- Technical aspects of field of specialty.
- Proper methods of strong equipments
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Operational characteristics; electrical and electronic control system and computer energy management.
- Uniform Mechanical Code, Uniform Building Code, California Code of Regulation.

Ability to:

- Perform skilled work in the installation, maintenance and repair of HVAC equipment and systems.
- Operate specialized machinery and equipment utilized in the basic trade.
- Work from blueprints, shop drawings and sketches.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift and move objects weighing up to 100 pounds.
- Meet schedules and timelines.

- Plan and organize work.
- Maintain records.
- Perform heavy manual labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Variable, Volume and Temperature Certification.
Valid EPA Retrieval and Recovery Certification.

WORKING CONDITIONS:

Work includes indoor and outdoor environment, subject to traveling from site to site, exposure from fumes, extreme heat and chemicals, climbing, crawling, and lifting, electrical shock from high voltage.