



## HVAC Technician

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
441	Non-Exempt	3 - Technicians	IBEW	N/A	07/24/96	952	1 of 1

**DEFINITION:** Under direction of the Facilities Supervisor, maintains and repairs the District's heating, ventilation and air-conditioning equipment.

**DISTINGUISHING CHARACTERISTICS:** This is a journey level classification performing the full range of skilled installation, maintenance and repair work of varied heavy stationary HVAC equipment found in a large industrial or commercial setting.

**EXAMPLES OF ESSENTIAL FUNCTIONS:** Essential functions may include, but are not limited to, the following: installs, maintains, repairs and modifies a wide variety of heating and refrigeration equipment; operates and performs corrective and preventive maintenance on heating, ventilation, air conditioning and refrigeration systems and related equipment in accordance with operations, safety and regulatory requirements; takes appropriate action on complaints involving malfunctions or improper operation of heating and ventilating facilities; maintains and repairs electronic controls and electrical systems of HVAC equipment; requisitions all materials, supplies, equipment, and spare parts; prepares specifications and estimates for material needs; makes investigations of buildings having heating, ventilating and industrial exhaust systems; prepares reports on investigations made; checks fixtures and apparatus to assure compliance with appropriate codes as to quality, design and safety; makes investigations of complaints on violations of codes and regulations relating to heating and ventilating systems; makes adjustments and repairs to correct such violations; inspects warm air heating systems, mechanical ventilation systems, air conditioning duct systems and industrial exhaust systems in buildings; develops and executes operational procedures for low pressure boilers and building mechanical equipment; evaluates equipment and makes recommendations; prepares operating records and reports; maintains inventory of supplies and equipment; orders parts and materials as assigned; establishes and maintains cooperative working relations with employees; reads and interprets diagrams, drawings, manuals, schematics and work orders; uses diagnostic test equipment and precision measuring devices in the course of the work; maintains records of work performed and parts and materials used; operates District vehicles to reach equipment to be serviced; may train and instruct other maintenance personnel as directed; keeps supervisor informed as to status of assignments, emergency and safety situations and other matters which may affect the operation of the District.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles and practices of methods used in the installation and fabrication of heating and ventilating equipment, and applicable California and local building codes pertinent to the installation and maintenance of such equipment; knowledge of electronic controls and electrical systems in the maintenance of HVAC equipment; comprehensive knowledge of the operation and maintenance requirements of a variety of heating, ventilating and related building machinery and equipment and the tools, equipment, methods, and techniques necessary to their proper care and operation; principles and practices of diagnosing operational problems in heavy industrial HVAC equipment and systems determining parts and required labor for repair; principles and practices of work safety.

**Ability To:** Operate and perform corrective and preventive maintenance on heating, ventilation, air conditioning and refrigeration systems and related equipment in accordance with operations, safety and regulatory requirements; ability to lift, carry, and move equipment, tools, and supplies; climb and use a ladder; and work under occasional disagreeable working conditions inside close and dirty spaces; ability to communicate effectively both orally and in writing; use sound independent judgment; read and interpret plans, blueprints, schematics, and work orders; establish and maintain effective working relationships with those contacted in the course of work; work independently; respond independently in emergency situations and work under minimal supervision on weekend or evening shifts.

**Education/Training:** Equivalent to the completion of 12th grade and a minimum of two years of certified technical HVAC training. (Training to include blue print reading and interpretation, safe handling of all refrigerants, oils and solvents associated with HVAC)

**Experience:** Five years experience as a journey level HVAC Technician in a large plant or heavy maintenance facility.

**License/Certification:** Must possess and maintain a valid California Class C Driver's License and meet the District's driving standards. Must possess and maintain certification and/or licensing to work on Stationary HVAC Units. Must possess a universal CFC (Chloro-Fluoro-Carbon) Certificate, mandated by the Environmental Protection Agency for technicians servicing all types of refrigeration and air conditioning equipment.

**Special Requirements:** Must be able to handle emergency situations during non-working hours as decided by Facilities Maintenance.