

## HVAC TECHNICIAN

### JOB SUMMARY

Under the direction of the Maintenance Supervisor, perform a variety of skilled activities in the maintenance, repair, and installation of HVAC (heating, ventilation, air conditioning and refrigeration) systems.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The HVAC Technician may perform any combination of the following:

- Installs and maintains heating, air conditioning, refrigeration equipment and systems.
- Diagnoses and repairs heating and air conditioning, refrigeration systems and equipment.
- Researches, engineers and designs heating, air conditioning, and refrigeration systems.
- Records and documents a variety of activities including preventive maintenance, purchases, and inspections.
- Instructs and orients school personnel on the operating procedures for their HVAC systems.
- Coordinates and monitors work of outside contractors to ensure projects are completed in a timely manner and according to specifications.
- Assists in the performance of other job-related duties as assigned.
- Attends educational seminars and meetings to keep current on job knowledge, skills, and safety regulations and issues.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE OF:

- Tools and equipment used in the HVAC field.
- Repair techniques such as soldering, welding and brazing used in repairing HVAC systems.
- General plumbing and carpentry skills.
- Health and safety regulations.
- Technical aspects of the HVAC field.
- The installation, troubleshooting, diagnosing and repairing of HVAC systems.
- How to read, research and understand technical information.
- Reclaim and recycle practices.
- High and low voltage practice requirements.
- Applicable electrical codes and other codes associated with HVAC systems.
- Recordkeeping techniques.
- Job-related computer software applications.

#### ABILITY TO:

- Properly and safely use tools and equipment.
- Solder, weld, braze and use other skills related to HVAC system installation and repair.
- Adhere to required safety practices and recognize potential hazards.
- Install, troubleshoot, diagnose, and repair HVAC systems.
- Read, research and understand technical information.

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- Make effective decisions in determining course of action.
- Work independently in the completion of tasks and projects.
- Adhere to reclaim and recycle practices.
- Adhere to high and low voltage practice requirements.
- Adhere to applicable electrical codes and other codes associated with HVAC systems.
- Documents activities such as preventive maintenance, purchases and inspections .
- Use job-related computer software applications.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

## EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to three years of journeyman level experience in the HVAC field.

## DISTINGUISHING CHARACTERISTICS

The HVAC Technician is a journey-level trades class responsible for performing skilled mechanical work in the repair, inspection, servicing and alteration of heating, ventilating, refrigeration, air conditioning systems and related equipment and facilities.

## REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

## CERTIFICATES

Valid California driver's license; Environmental Protection Agency (EPA) approval and certification as Class I and II Technician.

## CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

## CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

## WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

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Continuously = 67-100% (more than 6 hours)

Seldom	sitting, climbing/balancing (paperwork, repair/set up equipment)
Occasionally	walking, lifting up to 75 lbs. at waist height, carrying up to 75 lbs. up to 5 yards
Occasionally/Frequently	stooping/bending, squatting/crouching, kneeling, twisting back, pushing/pulling, fingering/fine manipulation, power/firm grasping, reach abovesoulder, hand controls
Frequently	lifting up to 50 lbs. at waist and shoulder height, carrying up to 25 lbs. up to 10 yards, carrying up to 50 lbs. up to 5 yards, handling/simple grasping, reach at shoulder and below shoulder, foot controls

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely, and react to emergency situations. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, drive cars, trucks, forklifts or other moving equipment, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature and humidity, biohazard materials such as sewage; work at heights. Hazard includes danger of electrical shock.