

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Maintenance Specialist (HVAC)

**DEPARTMENT/DIVISION:** Maintenance and Operations

### **POSITION SUMMARY:**

Under general supervision of the Maintenance Leadman/Supervisor and/or the Director of Maintenance to do a variety of skilled maintenance work in the maintenance and repair of the Districts' facilities; inspect, service and repair heating, ventilating and air conditioning equipment. Repair and service to pool equipment and all P.A., telephones and communications systems.

### **ESSENTIAL FUNCTIONS:**

1. Installs, maintains, and repairs a variety of plumbing and heating equipment.
2. Maintains boilers.
3. Inspects compressors, points, pressure lines, electrical wiring, motors, fans, and related components of heating, air conditioning, ventilating units.
4. Checks units to determine causes of malfunctions.
5. Replaces components as necessary.
6. Removes and installs compressors, gas lines, manifolds, valves, etc.
7. Establishes and carries out preventive maintenance programs; clean units, check and repair remote control system.
8. Performs skilled electrical installation and repair.
9. Performs gas and electrical welding.
10. Maintains all clock, bell and fire alarm systems.
11. Maintains computerized diagnostic and environmental control systems.
12. Performs other related duties as required.

### **EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written directions, read and write at a level sufficient to fulfill the duties to be performed for the position described. Two years of experience as maintenance worker, working with and repairing of heating and air conditioning systems. Journeyman experience is desirable, possession of an appropriate California driver's license and be insurable. High School Diploma or equivalent is required.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of principles, rules and regulations relating to electrical maintenance, repair of heating, ventilating and air conditioning systems, and safe work practices.
2. Ability to operate and maintain the tools and equipment commonly employed in the installation, maintenance and repair of heating, ventilating, and air conditioning equipment.
3. Ability to use precision measuring equipment.
4. Ability to carry out a program of preventive maintenance, to plan, layouts of circuits and draw plans to meet city, county and state codes.
5. Ability to read blueprints and understand plans and specifications, to read graphical representations of work to be done.

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**SKILLS AND QUALIFICATIONS:** Continued

6. Ability to diagnose equipment operating problems and execute required repairs.
7. Ability to understand and work on a computer.
8. Ability to keep records of work performed.
9. Ability to develop and maintain cooperative working relationships with those contracted in the course of work.
10. Must pass required medical examination.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk for extended periods of time.
3. Bend, squat, stoop, and/or climb for extended periods of time.
4. Reach above shoulder level, push/pull for extended periods of time.
5. Lift and carry up to 100 lbs. at shoulder height.
6. Do repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
7. Be able to work with moving machinery for extended periods of time.

**WORK ENVIRONMENT:**

Employees in this position will be required to work outdoors in various weather and to work indoors completing paperwork and repairs and installation of equipment. Exposure to noise, dust, and fume levels will vary depending on equipment and projects. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

**SALARY:** Classified range 52

Adopted: HS Board 3/19/86                      Elem Board 4/8/86  
Revised: TUSD 12/14/99