



LOMPOC UNIFIED SCHOOL DISTRICT

HVAC TECHNICIAN

JOB SUMMARY:

Under the direction of Director of Maintenance and Operations, provide skilled Heating Ventilation and Air Conditioning (HVAC) services with specific responsibility for identifying repair and replacement needs; installing, repairing, maintaining and upgrading HVAC and Energy Management Control Systems (EMCS) and equipment in accordance with industry best practices; ensuring that all work is done according to design specifications, state and local building codes, and applicable regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspect, repair, modify and install HVAC and energy management system components and equipment, including refrigeration and air conditioning compressors, receivers, condensers, chillers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
- Conduct regular preventive maintenance inspections of water towers, refrigeration units, isolated heating and ventilating units, including water heaters, gas and electrically operated air-conditioning equipment and walk-in refrigerators and freezers; perform necessary adjustments or repairs.
- Repair and replace defective parts in units and equipment and related controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchangers, high-limit controls, pressure controls, safety valves, and automatic gas valves.
- Lubricate and pack heating, ventilation, refrigeration, and air-conditioning motors, pumps, fans, and other equipment, clean water towers and paint periodically.
- Install and calibrate systems; install copper tubing and repair pipes and tubing as necessary; test joints and insulate pipes of refrigeration and air conditioning systems; flush boilers, descale tubing and cut and thread pipes; rebuild pressure and temperature safety valves and water pumps.
- Repair and maintain furnace gas controls and engines, filters and condensing units; inspect, detect and repair leaks; check and replace thermo-couples and pilot generators; clean and adjust pilots.
- Analyze blueprints, schematics, and drawings; identify the location of new and existing HVAC systems and determining the efficient installation of additional systems.
- Clean air conditioning and heating units including coils, condensation pans, drain lines, cooling towers; ensure units are operating efficiently, correctly and within safety guidelines.
- Coordinate with supervisor and other trades including inspectors, suppliers, contractors, district personnel and consultants; complete projects and work orders.
- Diagnose causes of problems and failures in HVAC systems and energy management control systems; identify equipment and systems repair and replacement needs; ensure responsive and corrective action for urgent building operation items, indoor air quality, thermal comfort parameters.
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- Estimate labor, materials, and equipment needed to complete work projects; ensure timely completion of projects.

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- Construct or coordinate the fabrication of equipment parts; replace parts as required.
- Inform personnel regarding procedures and status of work orders; provide information for making decisions; undertake appropriate action and comply with building and safety regulations.
- Install HVAC equipment and systems including actuators, compressors, building control systems, DDC sensors, heat pumps, alarm systems, control panels, energy management control systems, pressure reducing valves; provide enhanced and upgraded capabilities.
- Maintain clean and orderly conditions in all working areas; observe all safety practices and regulations.
- Maintain records including equipment repair history, work orders, test reports; document required information; maintain vehicle, tools and equipment; ensure availability in safe operating condition; monitor contract work; ensure contract terms are fulfilled and work standards are met.
- Monitor HVAC systems and their components including heating units, building exhaust fans, ventilation units; evaluate condition; identify necessary repairs; recommend preventive and predictive maintenance.
- Perform emergency, predictive, and preventive maintenance; ensure the ongoing functioning of HVAC systems.
- Prepare written materials including repair status, activity logs, recommendations; document activities and conveying information.
- Prioritize work orders; address health and safety problems first; respond to emergency situations during or after hours; resolve immediate safety concerns.
- Secure equipment and supplies; locate parts and makes purchases; maintain inventory and ensure availability of items required to complete the necessary installation and repair.
- Transport a variety of tools, equipment, and supplies; ensure the availability of materials required at job site; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years training in industrial instrumentation, refrigeration, air conditioning, mechanical technology, electrical technology, building technician, or related technical trade; four years related experience in building controls and maintenance of heating ventilation and air conditioning systems; physical and mechanical aptitude to perform a full range of maintenance tasks.

Licenses and other Requirements

- Valid California Class C driver's license.
- HVAC Technician Certification.
- EPA Certification-Freon Capture and Recovery.
- Forklift Certification.
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Knowledge of:

- Standard practices of the HVAC and refrigeration trade.

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- Theory of HVAC and refrigeration systems.
- Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
- Applicable building codes, ordinances and regulations of State and local authorities related to HVAC and refrigeration.
- Air compressors and pneumatic controls.
- Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
- Welding and soldering techniques.
- Health and safety regulations.
- Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.

Ability to:

- Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of County heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.
- Calibrate systems.
- Perform preventive maintenance and routine servicing of equipment.
- Diagnose defects, and install, repair and maintain heating, ventilating, refrigeration, and air-conditioning units.
- Interpret and work from plans, diagrams, and specifications.
- Follow oral and written instructions.
- Operate heavy and specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems.
- Read and work from blueprints, shop drawings and sketches.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain routine records.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold, and adverse weather conditions.
- Noise and fumes from equipment operation.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Seeing to perform HVAC activities.
- Standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Climbing stairs and ladders.
- Walking to various locations to conduct work.
- Lifting, carrying, pushing or pulling heavy objects.
- Dexterity of hands and fingers to operate hand and power tools and equipment.
- Heavy physical labor.
- Generally, the job requires 10% sitting, 20% walking, and 70% standing.

Hazards:

- Working around and with machinery having moving parts.
- Hazardous chemicals.
- Working at heights.
- Electrical power supply and high voltage.
- Working in a cramped or restrictive work chamber.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: 49