

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: SKILLED MAINTENANCE WORKER - HVAC

BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, perform journey level HVAC work in the repair of building HVAC systems and semi-skilled work in one or more of the skilled trades, including carpentry, electrical, plumbing and cabinet-making.

REPRESENTATIVE DUTIES:

1. Methods, materials, tools and equipment used in the maintenance and repair of air conditioning, ventilation and heating equipment.
2. Computerized Energy Management Systems hardware, sensors, cabling, and related software.
3. Technical aspects of field of specialty.
4. Maintain records of time and materials.
5. Operate brazing equipment, refrigerant recovery and recycling machines.
6. Alter, repair and construct items and structures of wood including walls, partitions, counters, doors, window frames, podiums, cabinets and shelves.
7. Maintain and repair furniture and fixtures; install doors and windows; replace locks, glass and screens; repair and replace roofs; install floor and ceiling tile; repair door closers.
8. Perform routine maintenance and minor repairs to HVAC equipment including fans, blowers, pumps, thermostats and motors; install and maintain clocks, switches and electrical fixtures and equipment. Replace light ballasts, retrofit light fixtures, install conduit, and install electrical circuits.
9. Install water pipes, tap water and sewer mains and laterals; repair and replace pipes, valves, fittings and other fixtures; clean drain and sewer obstructions.
10. Install, maintain and repair chain link and wooden fences.
11. Operate equipment like skip loaders, dump trucks, forklifts, bobcat, trenchers, and concrete grinder.
12. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices, equipment and tools used in various trades including carpentry, plumbing, electrical, cabinet-making and HVAC
- Chain link and wooden fences
- Health and safety regulations

ABILITY TO:

- Perform journey level HVAC work
- Troubleshoot heating and air conditioning systems, gas-fired equipment and ventilating systems.
- Provide technical assistance to outside contractors; provide contractors with specifications,
- Plans and site locations related to specific projects.
- Use hand and power tools skillfully and safely
- Work from sketches, plans and blueprints
- Perform journey-level work in one or more skilled trades
- Install and repair chain link and wooden fences
- Understand and follow oral and written directions
- Work cooperatively with others
- Establish and maintain effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Lift objects weighing up to 100 pounds

EDUCATION AND EXPERIENCE:

- High School Diploma, GED or certificate of completion.
- Three years general construction and maintenance experience.
- Completion of a recognized HVAC apprenticeship program or equivalent,
- And any combination equivalent to one year of experience as a journey-level HVAC.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- County Certification as Backflow tester preferred

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to driving from site to site; may require extended day/hour assignments; climbing, stooping, bending, reaching over head, working with arms above shoulder level, crawling, standing, walking, sitting, kneeling, squatting; exerts pressure/repetitive twisting with wrists and hands; works with hand and power tools; lifts, carries, pushes, pulls or moves up to 100 lbs.; works near mechanical parts; exposed to chemicals, fumes, strong odors, toxic materials, dust, and airborne particles; works with sharp objects; works with electrical hazards; exposed to noise levels (e.g. power tools and equipment) up to 108 dBA; works independently; works alone; works in confined places; works in high

places; works with tight deadlines; works in presence of children; has direct contact with students, district staff, site administrators, general public; exposed to minor contagious diseases; dust masks, eye and ear protection may be required. Work a flexible work week; including weekends as scheduled.

SALARY RANGE: 78

ADOPTED BY PERSONNEL COMMISSON: March 21, 2024
APPROVED BY BOARD OF EDUCATION: April 16, 2024