

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SKILLED MAINTENANCE WORKER – HVAC TECHNICIAN

BASIC FUNCTION:

Under the general supervision of the Executive Director, Facilities Planning, Maintenance, Operations and Transportation or designee, perform advanced level work to maintain, troubleshoot, repair, balance and perform analysis on all types of heating, ventilation, air conditioning and refrigeration (HVACR) equipment systems, designs, and applications.

ESSENTIAL DUTIES:

Programs EMS/automated control system.

Plan, estimate and commission new installation or renovations of HVAC equipment.

Assists in the repair of heating and air conditioning systems and/or components (e.g. pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.

Assists with the installation of heating and air conditioning equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.

Cleans air conditioning and heating units (e.g. coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly and within safety guidelines.

Cooperates with assigned lead and/or supervisor and other trades for the purpose of completing projects and work orders efficiently.

Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.

Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.

Monitors contract work for the purpose of ensuring contract terms are fulfilled and work standards are met.

Monitors HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.

Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.

Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of HVAC systems.

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Reports problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.

Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns

Performs and/or trains others in duties assigned to lower level positions as needed.

Performs journey level installation maintenance and repair of District air conditioning, heating, ventilating, boilers, and refrigeration equipment-

Makes skilled repair on heavy duty commercial central air conditioning units, compressors, and related equipment. Services and repairs evaporative coolers.

Repairs and replaces defective parts such as controls, thermostats, automatic switches, damper motors, relays, filter, belts, safety valves and automatic gas valves.

Lubricates and pack motor pumps, fans and other equipment-

Rebuilds pressure and temperature safety valves and water pumps. Checks and replaces thermocouples and pilot generators. Cleans and adjusts pilots.

Follows schematic drawings and troubleshoots major plumbing breakdowns by diagnosing trouble, repairing/replacing or taking corrective action of such items as roof units, clogged main sewer lines, main gas line breakdown, steam equipment and devices, and fire sprinkling systems-

Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and receives direction from the Executive Director Facilities Planning, Maintenance, Operations, and Transportation, or designee

Internal Contacts: Continuing contact with other maintenance personnel, school principals, teachers, custodians, and other district personnel.

External Contacts: Continuing contact with material supply sources. Some contact with sales people and contractors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and equipment used in the maintenance and repair of heating, refrigeration and air conditioning equipment and plumbing systems.

Laws, ordinances and regulations regarding air conditioning, heating, refrigeration, ventilating equipment and plumbing systems.

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ABILITY TO:

Diagnose defects, and install, repair and maintain heating, ventilation, refrigeration and air conditioning units.

Interpret and work from plans, diagrams and specifications.

Follow oral and written directions and work cooperatively with others.

Work prolonged periods on roofs and in close quarters.

Maintain insurability to drive a district vehicle.

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. The physical demands of this position include frequent standing for extended periods of time and the ability to handle and to feel objects, tools, and controls with which to operate specialized equipment and tools. The employee frequently is required to reach with hands and arms to operate vibrating machinery. The employee frequently must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee continually uses hand strength to grasp tools and climb onto ladders and scaffolding. The employee climbs ladders and scaffolding to work on top of roof units. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently engage in heavy labor including the ability to lift and/or move 100 lbs. such as motors, jackhammers, furniture, lumber, etc. The employee will sometimes push/pull items such as furniture, playground equipment, rolls of fencing, bags of cement, cabinet, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders. The employee must be able to read a variety of instructions and materials and to be able to hear and speak to receive and exchange information.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works outdoors with exposure to seasonal heat, cold, and adverse weather conditions. The employee will work near or with moving mechanical equipment such as a jackhammer, power saw, sander, cement resurfacer, etc. The employee will regularly work around flying debris, paint, gas, fumes, dust and odors. The employee must be able to meet deadlines with time constraints.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school; and three (3) years' experience as journeyman heating and air conditioning mechanic.

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LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver’s License

EPA Technician Certificate

Insurability by the District’s insurance carrier.

PREPARED BY: Classified Personnel Department DATE: 11/17/20

APPROVED BY: Personnel Commission DATE: 11/17/20

APPROVED BY: Board of Trustees DATE: 3/7/2024