

AIR CONDITIONING/HEATING FOREMAN

DEFINITION

Under direction, lead and perform skilled work in installing, repairing, and maintaining refrigeration, heating, ventilation, and air conditioning equipment and systems; perform semiskilled and skilled duties in other maintenance trade areas; and do other related work as required.

ESSENTIAL FUNCTIONS

Program, inspect, repair, maintain, troubleshoot, and service refrigeration, heating, ventilation and air conditioning equipment and systems, including computer controlled systems and electronic circuit boards; install, replace and repair valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing and pipes; cut, bind, and join to install and replace tubing and pipes; test systems by utilizing pressure tests, and balance air conditioning systems; test joints and insulate pipes pertaining to refrigeration, heating or air conditioning systems; fabricate, repair and install duct work and covers; connect motors to control panels and control panels to power sources; adjust and install valves, thermostats, fans and controllers; test for defective parts; inspect refrigeration, ventilation, heating and air conditioning units and replace transformers, valves, pressure regulators and pumps; plan, organize and lay out assigned skilled tasks; estimate labor and material costs; maintain a variety of simple records; may provide input into the performance evaluation of journey level personnel; coordinate and direct the work of others; drive a service vehicle to and from work sites. May provide input into the evaluation of employees reporting to foreman.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, materials, tools, and equipment used in the maintenance and repair of refrigeration, ventilation, heating, and air conditioning equipment;
Building codes, policies, regulations, and guidelines pertaining to typical school district refrigeration, ventilation, heating, and air conditioning systems;
Indoor air quality standards;
Appropriate use, transport, and storage of toxic/hazardous chemicals;
Safe working methods and procedures.

Ability to:

Skillfully repair, maintain, and overhaul refrigeration, ventilation, heating, and air conditioning equipment;
Solder and braze refrigeration lines;
Perform boiler maintenance and water treatment;
Install and repair gas lines;
Work from schematics, blueprints, shop drawings, sketches, manuals, and diagrams;
Determine the existence of asbestos;
Plan, lay out, and coordinate the work of others;
Accurately estimate labor and material costs;
Maintain simple records and prepare complete and concise reports;
Understand and carry out oral and written directions;
Act as liaison for the District in dealing with outside contractors;
Establish and maintain an effective working relationship with those contacted in the course of work;

Ability to (continued):

Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in the maintenance and repair of modern refrigeration, ventilation, heating, and air conditioning equipment.

Experience:

Two years of experience as a journeyman level air conditioning and heating technician.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of appropriate EPA certification; valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy work involving lifting, carrying, pushing, and/or pulling of objects weighing up to 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. Physical dexterity in limbs and digits to operate hand and power driven tools and equipment commonly used in the air conditioning and heating trades, and perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

Duties may involve working off the ground using ladders, scaffolds, and/or mechanical lifts.

Pre-placement Physical: Class II