

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: HVAC&R PREVENTIVE MAINTENANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform preventative maintenance on HVAC&R systems to assure proper operation; operate electronic test equipment; assist Heating, Ventilation, Air Conditioning and Refrigeration (HVAC&R) Technicians in performing skilled HVAC&R maintenance and repair of equipment at various District buildings and facilities independently or on an assigned crew.

REPRESENTATIVE DUTIES;

ESSENTIAL DUTIES:

Perform preventative maintenance on HVAC&R systems to assure proper operation including cleaning coils, vacuuming interior compartments, checking and replacing filters, replacing and/or adjusting belts and pulleys, checking and/or reprogramming thermostats, and checking and replacing fuses and contactors as necessary; check voltage; rewire units as needed.

Operate electronic test equipment including multi-volt meters and amp probes, indoor air test and analysis equipment, and oxygen-acetylene welding equipment; operate a variety of other specialized equipment, hand and power tools utilized in the HVAC&R trade; repair, maintain and assure equipment is in safe and proper working condition; drive a vehicle to various work sites.

Assist in the installation, replacement and repair valves, fans, motors, gaskets, controls, switches, gauges, tubing and pipes associated with HVAC&R equipment.

Assist in the testing of joints and insulate pipes pertaining to refrigeration, heating or air conditioning systems.

Assist in the fabrication, repair and installation of duct work and associated air handling systems.

Assist in the connection of electric motors to control panels and control panels to power source.

Assist in the layout of assigned skilled activities.

Prepare and maintain a variety of records related to assigned activities.

OTHER DUTIES:

Assist other maintenance personnel in emergency situations as requested or directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic electrical, pipe fitting and sheet metal work pertaining to HVAC&R systems.

Use and care of tools, equipment and material used to maintain HVAC&R systems.
Basic refrigeration and electrical theory.
Computers and accessories operation.

ABILITY TO:

Learn to perform skilled HVAC&R work including kitchen equipment and electrical work.
Read diagrams, blueprints, plans, schematics and specifications.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: One year of general maintenance experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to noise from equipment operation.
Regular exposure to fumes, dust, dirt, oil/grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools.
Seeing to observe needed and completed repairs.
Climbing ladders and working from heights.
Reaching overhead, above the shoulders and horizontally.
Standing for extended periods of time.
Walking over rough or uneven surfaces.
Lifting, carrying, pushing or pulling heavy objects.
Bending at the waist, kneeling or crouching.

HAZARDS:

Working in a cramped or restrictive work chamber.
Working with power saws and flying debris.
Working at heights on ladders or scaffolding.
Working with electrical power supply.