

CLASSIFIED JOB DESCRIPTION

**COMMERCIAL APPLIANCE/HEATING, VENTILATING & AIR
CONDITIONING (HVAC) TECHNICIAN**

JOB SUMMARY:

Under general supervision, performs journeyman level installations, maintenance and repairs commercial food service equipment and heating, ventilating, & air conditioning equipment; is familiar with applicable refrigeration, heating, and electrical codes; and performs other duties as required.

ESSENTIAL JOB FUNCTIONS:

- Troubleshoots, installs, adjusts, and replaces commercial kitchen appliance equipment.
- Performs major and/or minor repair, as well as preventative and corrective maintenance of kitchen equipment.
- Coordinates, prioritizes repairs in a timely manner, and recommends equipment replacement as needed.
- Commissions new kitchens and equipment installation.
- Reads and understands Health Department regulations and keeps equipment compliant.
- Troubleshoots and diagnoses HVAC equipment and performs repairs as needed.
- Cleans coils and maintains cleanliness in refrigeration and HVAC systems.
- Installs HVAC and associated equipment.
- Documents work orders, equipment inventory, and preventive maintenance log and associated paperwork.
- Transports self and materials to job sites.
- Recovers and recycles refrigerants.
- Diagnoses equipment failure and recommends remedy.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of four years recent successful experience in the heating and refrigeration field.
- Advanced troubleshooting and repair skills related to commercial kitchen systems.
- Ability to read blueprints, schematics, and O/M manuals and apply this knowledge in the repair of all District food service and HVAC equipment.
- Ability to train and demonstrate proper safe use and operation of equipment to staff.
- Ability to estimate time and materials.
- Under limited supervision, must have ability to troubleshoot and repair heavy commercial HVAC equipment (5 tons and above) and repair most light commercial HVAC equipment (5 tons and below).
- Ability to communicate and interact effectively and professionally under pressure.
- Ability to get along well with others.
- Knowledge of equipment used in District kitchens, i.e. refrigerators/freezers walk-in and reach-in, hoods, dish machines, gas and electric stoves, ranges, convection ovens, hot cabinets, steam tables, and milk coolers.
- Knowledge of methods, tools, and equipment associated with HVAC trade.

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- High school diploma or GED required.
- Graduation from a recognized trade school or completion of equivalent training or experience.
- Must possess a CFC Class I and II certification.
- Must complete asbestos and lead awareness training.
- Must be willing to carry a cellular phone and respond to off-hour calls.
- Must possess a valid California driver's license. Must have a good driving record. Be insurable under the District's insurance program and must maintain insurability.

Classified Salary Schedule: Range 39
BOARD APPROVED: 6/15/10
REVISION DATES: 7/17/23
08/09/2023