

CLASSIFIED JOB DESCRIPTION

**LEAD HEATING, VENTILATING
& AIR CONDITIONING (HVAC)**

JOB SUMMARY:

Under general supervision, performs skilled journeyman installations and repairs of heating, ventilating, and air conditioning equipment; familiar with applicable refrigeration, heating and electrical codes; repairs and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Performs as a skilled working lead, modeling and assisting others by example.
- Troubleshoots and diagnoses HVAC equipment and performs repairs as needed.
- Installs HVAC and associated equipment.
- Documents work orders and associated paperwork.
- Recovers and recycles refrigerants.
- Assigns work flow of HVAC personnel.
- Assists in air quality investigations.
- Transports self and materials to job sites.
- Monitors and operates Energy Management System.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of four years of recent successful experience as a journeyman in the HVAC field.
- Ability to read blueprints and schematics, and apply this knowledge in the repair of all District HVAC equipment.
- Ability to train personnel and assign work in the department.
- Ability to estimate time and materials.
- Ability to communicate and interact effectively and under pressure.
- Knowledge of methods, tools, and equipment associated with HVAC trade.
- High school diploma or GED required.
- Graduation from a recognized trade school or completion of equivalent training or experience.
- Must possess a Chlorofluorocarbon (CFC) Class I and II certification.
- Must complete asbestos and lead awareness training.
- Must possess a valid California driver's license. Must have a good driving record. Must be insurable under the District's insurance program and must maintain insurability.

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Classified Salary Schedule: Range 46
BOARD APPROVED: 10-1-1996
REVISION DATES: 04-03-2001
10-19-04
4-19-05
7-17-23
08/09/2023