

**CLASSIFIED JOB DESCRIPTION**

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**TRADES III – HEATING, VENTILATING  
& AIR CONDITIONING (HVAC)**

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**JOB SUMMARY:**

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

**ESSENTIAL JOB FUNCTIONS:**

- 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.
- 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 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 troubleshoot and repair heavy commercial equipment (5 tons and above) and repair most light commercial equipment (5 tons and below) without supervision.
- Ability to communicate and interact effectively and professionally 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.

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- 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.

*Classified Salary Schedule: Range 39*

*BOARD APPROVED: 5-1-90*

*REVISION DATES: 1-92*

*10-01-96*

*04-03-01*

*10-19-04*

*04-19-05*

*07/17/23*

*08/09/2023*