

**CLASSIFIED JOB DESCRIPTION**

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

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**JOB SUMMARY:**

Under general supervision, is familiar with heating, refrigeration, and electrical standards and codes, repairs and performs other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Troubleshoots and diagnoses HVAC equipment and performs repairs as needed.
- Cleans coils and maintains cleanliness in HVAC systems.
- Installs HVAC and associated equipment.
- Documents work orders and any associated paperwork.
- Transport self and materials to job sites.
- Recovers and recycles refrigerants.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- At least four years of successful experience as a Trade I/HVAC with limited supervision, and training of a skilled journeyman in the HVAC field.
- Ability to read blueprints and schematics and use this knowledge in the troubleshooting and repair of HVAC equipment.
- Ability to estimate time and materials.
- Under limited supervision, must have ability to troubleshoot and repair heavy commercial equipment (5 tons and above) and repair most light commercial equipment (5 tons and below) on their own.
- Knowledge of methods, tools, equipment, and materials associated with HVAC Trade.
- High school diploma or GED required.
- Graduation from a to a recognized trade school, or completion of equivalent training or experience.
- 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.
- Must possess Chlorofluorocarbon (CFC) Class I and II certification.
- Must take asbestos and lead awareness classes and may be requested to perform related work.
- Must be willing to carry a pager and respond to off-hour calls.

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*Classified Salary Schedule: Range 37*  
*BOARD APPROVED: 12/02/80*  
*REVISION DATES: 05/01/90*  
*1/92*  
*10/01/96*  
*10/19/04*  
*11/15/17*  
*07/17/23*  
*08/09/2023*