

CLASSIFIED JOB DESCRIPTION

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

JOB SUMMARY:

Under general supervision, is familiar with heating, refrigeration, and electrical standards and codes, performs 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.
- Assists in the installation of HVAC and associated equipment.
- Documents work orders and any associated paperwork.
- Transports self and materials to job sites.
- Recovers and recycles refrigerants.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- At least two years recent experience as an apprentice or helper under the supervision and training of a skilled journeyman in the same field.
- Ability to troubleshoot and perform repairs on light commercial systems (5 tons and below) with minimal supervision.
- Knowledge of methods, tools, equipment, and materials associated with HVAC Trade.
- High school diploma or GED required.
- Graduation from a recognized trade school, or completion of equivalent training and 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 34

BOARD APPROVED: 10-1-1996

REVISION DATES: 10/19/04

10/14/20

07/17/23

08/09/2023