

## RIVERSIDE UNIFIED SCHOOL DISTRICT

**CLASS TITLE: MAINTENANCE AND OPERATIONS SPECIALIST II –  
HVAC&R/PREVENTIVE MAINTENANCE (Range 33)**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to the mechanical trades HVAC&R/PM (Heating, Ventilation, Air Conditioning and Refrigeration/Preventive Maintenance) shop; evaluate work requests and distribute to assigned HVAC&R/PM staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures; estimate time and material cost; schedule and assign work to assigned HVAC&R/PM staff.

### **REPRESENTATIVE DUTIES:**

Evaluate work requests and distribute to assigned HVAC&R/PM staff. *E*

Coordinate the work of assigned HVAC&R/PM staff duties; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures. *E*

Order and maintain inventory of equipment and supplies; conduct periodic physical inventory as assigned. *E*

Diagnose problems and arrange for repairs in the assigned maintenance area(s); travel to District locations to conduct inspections and prepare estimates. *E*

Develop or assist in the development of work schedules; assign tasks to HVAC&R/PM staff. *E*

Provide in-service training for assigned personnel; train assigned staff in the proper operation of related equipment and safety techniques as assigned. *E*

Prepare and file regular reports on the condition of assigned facilities. *E*

Install, service, maintain, troubleshoot and repair heating, air conditioning and refrigeration systems and equipment such as water systems, and refrigeration and freezing equipment; perform maintenance on equipment as required. *E*

Diagnose malfunctions and determine repair needs; tests for defective parts. *E*

Install, serve, maintain and repair systems, including temperature controls, pressures, electrical circuit applications, sealed systems and others according to established principles of the industry. *E*

Inspect, repair, maintain, rebuild and replace reciprocating and centrifugal compressors; clean rodding; maintain and service water towers, closed water systems, water pumps and other related equipment. *E*

Maintenance and Operations Specialist II - HVAC&R/Preventive Maintenance

Position Established - 6/2014

*E = Essential Duties*

Repair, install and maintain pneumatic control systems, including air compressors, low and high voltage control systems and related sensory instrumentation and controls for appropriate air flow. *E*

Service, repair, maintain and replace air blowers, exhaust fans, ventilators, coolers, gas fired heating equipment. *E*

Estimate and prepare cost and materials estimates; submit to appropriate personnel for approval; sign on open purchase orders from local vendors according to established procedures. *E*

Test systems and joints; insulate pipes pertaining to heating or ventilation systems. *E*

Fabricate, repair, and install duct work and covers. *E*

Operate and maintain a variety of specialized hand and power tools and equipment. *E*

Assure work completed and in progress complies with applicable EPA laws, rules and regulations. *E*

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

The use and care of commonly used and specialized hand and power tools required in the installation, repair and maintenance of District facilities.

Basic record-keeping techniques.

Energy Management Systems (EMS), Direct Digital Control (DDC) and related systems.

Methods, materials, tools, and equipment used in the maintenance and repair of ventilation and heating equipment.

Building codes, policies, regulations, and guidelines pertaining to typical school District ventilation and heating systems.

Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers.

Technical aspects of field of specialty.

Health and safety regulations.

##### **ABILITY TO:**

Perform journeyman-level repair, maintenance, and installation of ventilation, heating and refrigeration equipment.

Read and write program code using District related EMS programming languages.

Adapt to changes in controllers, equipment, configuration, programming language and technology.

Prepare clear, complete and concise EMS and Indoor Air Quality (IAQ) records and reports.

Follow oral and written directions.

Read and interpret blueprints and installation instructions.

Perform skilled HVAC&R maintenance work.

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Present oral and written reports.  
Develop projected needs for labor, parts and equipment based upon estimated workload.  
Operate light and medium weight vehicles.  
Establish and maintain effective relationships with others.  
Effectively operate a computer/laptop and commonly used job related software programs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years' experience as an HVAC&R technician, including at least two years at a journeyman-level.

**LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain a valid and appropriate California driver's license.  
Environmental Protection Agency (EPA) Type Universal License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.  
Driving a vehicle to conduct work.  
Noise from equipment operation.  
Exposure to adverse weather conditions.

**PHYSICAL ABILITIES:**

Seeing to diagnose problems.  
Dexterity of wrists, hands and fingers to operate assigned equipment.  
Perform heavy manual labor.  
Hearing and speaking to exchange information, make presentations, and train staff.  
Lift, push, pull or carry heavy objects.  
Standing for extended periods of time.  
Bending at the waist.  
Crawling, crouching and kneeling to conduct work.  
Climbing ladders.  
Reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

Working at heights to perform duties.  
Working in cramped or restrictive work chamber.  
Working around and with machinery having moving parts.  
Exposure to vapors, fumes, and gases.  
Electrical power supply and high voltage.