



Excellence for all.

Job Title: HVAC Technician/Electrician

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of the Director of Facilities, Maintenance and Operations and/or assigned designee, perform journey-level duties and operations in the installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration systems for District buildings and facilities; perform skilled electrical work in the repair, alteration, construction, installation, and maintenance of electrical systems and equipment.

Distinguishing Characteristics:

The maintenance family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. The HVAC Technician/Electrician position is distinguished from other maintenance classifications based on the knowledge and qualifications required to install and maintain the District's electrical, heating, ventilation, air conditioning and refrigeration systems.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Perform a variety of journey-level functions involving electrical, air conditioning, refrigeration, and mechanical work in the general installation, maintenance, and servicing of heating, ventilation, air conditioning and refrigeration equipment at assigned District sites.
- Install new or modify existing duct work as necessary; install vibration dampeners; replace defective timers and calibrate thermostats for energy conservation.
- Maintain, troubleshoot, and repair refrigeration equipment such as air conditioners, refrigerators, walk-in coolers, heat pumps, and other equipment as necessary.
- Maintain, troubleshoot, and repair air compressors and pneumatic devices.
- Operate, repair, and maintain ventilation systems including thermostats and related control devices.
- Perform inspections, repairs, maintenance, and servicing of heating equipment and associated control systems.
- Schedule and conduct preventive maintenance inspections on various types of heating, refrigeration, and air conditioning equipment.
- Maintain, troubleshoot, and repair gas controllers and electrical controls.
- Monitor, maintain, and keep records for transporting, storing, and using hazardous materials as required by the

Environmental Protection Agency.

- Apply problem solving techniques and technological expertise to work assignments in building, maintenance, and energy management.
- Program and repair a variety of computerized systems related to the energy, security, and HVAC systems.
- Check and test new equipment for proper operation before installation.
- Inspect, repair, install, test, service and maintain electrical systems including underground cables and conduit, transformers, light and power circuits, motor appliances, remote control equipment, electrical components of bells, buzzer and intercom systems, clocks, and other related equipment; troubleshoot electrical problems.
- Inspect, repair, test, and service fire alarms.
- Install interior and exterior wiring for equipment and appliances; wire new and altered facilities; replace fuses; assemble and repair lighting ballasts and fixtures, dimmers, and lighting systems.
- Operate and maintain various machines, equipment, and hand and power tools to perform HVAC and electrical work.
- Install, replace, or repair fans, motors, belts, fuses, controls, thermostats, switches, and gauges.
- Install wiring for data networks and maintain various voice and data circuits.
- Plan and layout assigned tasks; estimate time, labor, and material costs and maintain related records; work from verbal instructions and orders.
- Maintain current knowledge and technological skills in the energy management, maintenance, and building construction fields.
- Assist other maintenance personnel as assigned.
- Provide work direction and guidance to helpers as assigned.
- Observe and use safe procedures in various aspects of work.
- Maintain required records.
- Interpret schematic drawings, sketches, and blueprints.
- Operate a District vehicle.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Full range of standard practices, materials, methods, and equipment of the electrical trade.
- Design, construction, installation, and maintenance of electrical apparatus and equipment.
- Appropriate electrical codes and safety precautions and procedures.
- Technical aspects of field of specialty.
- Proper use of tools and equipment used in making electrical repairs.
- Wiring diagrams, blueprints, plans, and specifications.
- Applicable sections of the State Education Code and other applicable laws.
- Methods, materials, tools, and equipment used in the maintenance and repair of ventilation and heating equipment.
- District ventilation and heating systems.
- Health and safety regulations.
- Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers.
- Pneumatic and electrical control systems.

- Airflow and air balance methods.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform skilled electrical maintenance, repair, and installation work.
- Use electrical tools and equipment skillfully and safely.
- Plan and lay out electrical work including estimating labor and material costs.
- Work from work orders and verbal instructions.
- Apply shop math accurately and correctly.
- Understand and follow oral and written instructions.
- Perform skilled mechanical and electrical work in the inspection, service, installation, repair, and alteration of heating, air-conditioning and refrigeration systems, and related equipment.
- Troubleshoot heating and air conditioning systems, gas fired equipment and ventilating systems.
- Work from blueprints, shop drawings, sketches, manuals, and diagrams.
- Observe health and safety regulations.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school required supplemented by the completion of an HVAC apprenticeship and two years of journey-level HVAC experience and two years' experience in electrical trade. Successful completion of the Merit examination process is required.

Licenses/Certificates: Valid and appropriate California driver's license. Valid EPA Refrigerant Recycling certification.

Working Conditions:

Environment: Indoor and outdoor work environment. Driving a vehicle to conduct work. Seasonal heat and cold or adverse weather conditions.

Physical Demands: Lifting, carrying, pushing, and pulling heavy objects. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate hand and power electrical tools and equipment. Climbing ladders. Reaching overhead, above the shoulders, and horizontally. Seeing to inspect systems and to read a variety of materials. Hearing and speaking to exchange information. Standing for extended periods of time. Bending at the waist, kneeling, or crouching.

Hazards: Electrical power supply and high voltage. Working at heights. Working around and with machinery having moving parts. Exposure to fumes, dust, and odors. Hazardous chemicals. Working in a cramped or restrictive work chamber.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 132

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study-Approved: July 12, 2023