NATOMAS UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

Position:	Maintenance Specialist III, HVAC	FLSA: Non-exempt
Department:	Maintenance & Operations	Salary Grade: 13
Reports to:	Director of Maintenance & Operations	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Director of Maintenance and Operations, performs skilled work in the inspection, service installation, repair and alteration of heating, air-conditioning and refrigeration systems and related equipment; maintains, repairs, operates and programs the District energy management system and related components. Works primarily in the areas of HVAC maintenance/installation, yet is fully qualified and capable of performing related work at this level of skill (e.g., carpentry, mechanical) and assisting other maintenance specialists (electrician, carpenter).

This is a senior-level multi-skilled Maintenance Specialist, requiring journey-level experience in HVAC maintenance/installation and general mechanical skills in additional related areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs skilled duties in the inspection, service, installation, repair and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment.
- Operates and maintains computer software for energy management control system.
- Installs, inspects, repairs, and cleans refrigeration and air conditioning equipment and systems, including refrigerators, freezers, low pressure chillers, cooling tower, air conditioning compressors, condensers, forced air converter units and heat pumps.
- Changes relays, fan motors, compressors and broken lines; charges and evacuates cooling systems.
- Conducts regular preventive maintenance inspections of refrigeration units, heating and ventilating units, including water heaters, gas and electrically operated air-conditioning equipment and performs necessary adjustments or repairs; services and repairs evaporative cooler motors.
- Repairs and maintains furnace gas controls and engines, filters, and condensing units; inspects, detects, and repairs leaks.
- Troubleshoots and diagnoses malfunctions, determines repair needs, and tests for defective parts.
- Reads and interprets blueprints, maps, schematic diagrams and specifications. Maintains required records and makes reports. Prepares reports on work completed and materials used.
- May lead and instruct a small team of lower level maintenance specialists or helpers.

- Provides support to the carpentry, electrical, painting, and mechanical areas as needed. May perform the duties of a lower level Maintenance Specialist on an intermittent basis depending on need.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- The principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in the areas of HVAC maintenance/ installation.
- Building codes, policies, regulations, and guidelines related to HVAC and refrigeration systems.
- Record keeping techniques.
- Inventory methods and techniques.
- Safe working methods and procedures.
- Proper lifting techniques.
- Welding and soldering techniques.
- Proper methods of storing equipment, materials and supplies.
- The uses and purposes of general maintenance, hand and power tools and equipment.
- Safety orders of the Industrial Accident Commission related to area of specialty.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform the essential duties in the areas HVAC maintenance/ installation at the journey level.
- Operate, maintain, and repair computer operated energy management system.
- Use and maintain all of the tools, equipment, and vehicles required during routine performance of duties.
- Plan and schedule maintenance and projects, and guide the activities of others to attain high quality and efficiency in work.
- Independently develop methods and techniques in the interest of effectiveness and efficiency.
- Understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization.
- Obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- Establish and maintain cooperative and effective working relationships with others.
- Work variable schedules and travel to various sites to complete projects and support special events.
- Lead a small crew of maintenance staff.
- Use proper lifting methods.
- Ability to pass Employee Entrance Evaluation.

PHYSICAL ABILITIES

This position:

- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds on a regular basis.
- Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information.
- Requires the ability to perform manual labor in sewage.
- Hear and speak to exchange information.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A High School diploma or equivalent and specialized training in HVAC maintenance/installation

Experience:

Four years of experience at the journey level doing installations and repairs. Journeyman's card or equivalent professional certification is desired.

LICENSES AND CERTIFICATES

Valid California Driver's License

Adopted: June 2001
Revised: November 12, 2003
Revised: June 18, 2008
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