MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Heating & Air Conditioning Mechanic
REPORTS TO:	Maintenance Manager
DEPARTMENT:	Maintenance, Operations & Facilities
CLASSIFICATION:	Classified
SALARY:	Teamster Range 533
BOARD APPROVED:	April 16, 2025

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of Heating, Air Conditioning, and Refrigeration services with specific responsibilities for installing, repairing, and upgrading HVAC-R systems, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Diagnoses causes of problems and failures in Heating, Ventilation, Air Conditioning and Refrigeration systems for the purpose of identifying repair and replacement needs. **E**
- Service & Repair/Replace various types and sizes of HVAC units, maintains and repairs heating, air conditioning and ventilation systems, and equipment, including but not limited to compressors, evaporators, dryers, thermal expansion, valves, fans, heat pumps, electric heating system and strainers. **E**
- Inspects and tests heating systems, repairs pneumatic, electric or electronic control systems. **E**
- Overhauls pumps, motors, fans and related air handling and distribution equipment. **E**
- Repairs thermostats, temperature control valves, damper operating devices, boiler controls, and safety devices. **E**
- Repairs and installs HVAC metal louvers, housing, fan and their related parts. **E**
- Operates, tests and repairs gas/freon piping systems and appliances. **E**
- Braises, test boiler water, covers pipe and boil with insulation.
- Performs combustion analysis; adjusts burners and controls accordingly.
- Properly and safely inject, remove/dispose of freon and other fluids.
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Establishes and maintains records of preventative maintenance programs and other records of work performed.

- Analyzes blue prints, schematics, and drawings of Heating, Ventilation & Air Conditioning systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

In-depth knowledge of HVAC systems, controls, and refrigeration cycles.
Understanding of energy efficiency principles and California Title 24 compliance.
Ability to diagnose and repair electrical and mechanical HVAC issues.
Proficiency in using HVAC diagnostic tools, including pressure gauges, multimeters, and airflow meters.
Familiarity with building automation systems (BAS) and energy management controls.
Strong problem-solving skills and ability to work independently.
Effective communication and teamwork skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Successful completion of a recognized HVAC Trades apprenticeship program or five years of experience in commercial HVAC construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.
Possession and maintaining of EPA Refrigerant Transition and Recovery Certification, Type 2 minimum is a continuous requirement.

OTHER QUALIFICATIONS:
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.