MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	HVAC Equipment Lubrication Service Technician
REPORTS TO:	Maintenance Manager
DEPARTMENT:	Maintenance & Operations
CLASSIFICATION:	Classified
SALARY:	Teamster Range 511
BOARD APPROVED:	April 16, 2025

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs routine lubrication, filter replacement, and preventive maintenance on heating, ventilation, and air conditioning (HVAC) systems across the school district. This position ensures the efficient operation and longevity of HVAC equipment by following established maintenance schedules and assisting HVAC technicians with minor repairs. 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.)

- Perform routine lubrication and filter changes on HVAC systems, including air handlers, fans, and compressors. **E**
- Inspect belts, bearings, motors, and other moving parts for wear and proper operation. **E**
- Clean coils, condensers, and air handling units to maintain efficiency. **E**
- Conduct inspections of HVAC equipment and identify potential issues before major failures occur. **E**
- Assist HVAC technicians with minor repairs, such as replacing belts, tightening electrical connections, and checking refrigerant levels. **E**
- Ensure proper airflow by cleaning and replacing air filters according to maintenance schedules. **E**
- Monitor HVAC systems for unusual noises, vibrations, or performance issues.
- Follow all safety protocols when handling lubricants, refrigerants, and HVAC tools.
- Maintain compliance with district policies and state regulations regarding HVAC maintenance and environmental standards.
- 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.
- 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.
- 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

Basic principles of HVAC operation and maintenance.
Types of lubricants, filters, and their appropriate applications.
Safe handling and disposal of HVAC chemicals and materials.
Proper use of hand tools and power equipment for HVAC maintenance.
Ability to follow preventive maintenance schedules and procedures.
Strong attention to detail and ability to recognize early signs of equipment failure.
Physical ability to work in confined spaces, on ladders, and in various weather conditions.
Ability to work independently and collaborate with HVAC technicians and maintenance teams.

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. A combination of training and experience equivalent to two years experience in the maintenance of heating, ventilation & air conditioning equipment. 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.