

## MAINTENANCE HVAC III

### **DEFINITION:**

Under general supervision of the Director of Maintenance & Operations, the Maintenance HVAC III position leads, oversees reviews and participates in the work of staff performing skilled work and is responsible for providing an optimum environment for teaching and learning through the maintenance of systems which control room temperatures, to do skilled work in the installation, maintenance, repair, modification, and operation of air conditioning systems and heating, ventilating and boiler equipment, and to do other maintenance work as required. Oversees and ensures that preventative and corrective maintenance on HVAC equipment is completed according to established schedules and timelines.

### **QUALIFICATIONS:**

Any combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential function of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

#### **Experience:**

- Equivalent to completion of the twelfth (12th) grade, supplemented by specialized coursework and training in HVAC.

#### **Education:**

- Five (5) years of increasingly responsible experience in HVAC servicing, preferably at a higher educational institution or a large business with a multi-building campus.

#### **Licenses or Certifications:**

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a valid EPA 608 Certification to be maintained throughout employment.

### **DISTINGUISHING CHARACTERISTICS:**

This is the advanced level classification in the HVAC series responsible for performing the most complex work assigned to the series, such as leading and directing the work of assigned maintenance staff and/or performing skilled HVAC maintenance and repair duties. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff. Exercises no direct supervision over staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties may include, but are not limited to the following:

- Leads, oversees, reviews and participates in the work of staff performing skilled work in the maintenance and repair of District HVAC systems; ensures completed work is of high quality and accomplished in a timely manner.
- Assures optimum comfort and efficiency with District HVAC equipment and related components, including pumps, chillers, cooling towers, air handling configurations, and related items, redesigns District HVAC, boilers, air handler energy management system functions and coding.

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- Design, installs, maintains and repairs heating and air conditioning equipment (HVAC), and maintain major heating/refrigeration and air conditioning units, coils, fans, subsystems and components parts, including kitchen equipment.
- Inspect and examine heating/refrigeration and air-conditioning, chillers, boilers, air compressors, heat exchangers, and all auxiliary equipment to locate defects in operations.
- Disassembles units and restore to operating condition.
- Leads and oversees the repairs or replacements of condensers, compressors, pumps, valves, motors, bearings, belts and other parts.
- Recycle and charge refrigerants as required.
- Oversees preventive maintenance on cooling towers and evaporative condensers.
- Inspect and test refrigeration systems, safety devices, and controls for efficiency of operation and compliance with safety practices, laws and regulations.
- Troubleshoot and take necessary corrective action for major malfunctions and breakdowns of heating/refrigeration and air-conditioning systems, pumps, air handlers, chillers, fans, ducts, dampers and grills.
- Recommends operating procedures and instructs operational personnel on use of systems.
- Maintains records required by the Environmental Protection Agency (EPA) and Air Quality Management District (AQMD) for District equipment operations, repairs, preventive maintenance, refrigerants utilized, and air quality.
- Reads and interprets plans, blueprints and specifications and ensures conformity with codes and safety regulations.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

### KNOWLEDGE:

- Energy management systems and the related control, design, installation and maintenance of such systems and components.
- EPA regulations related to the use of refrigeration and ozone depleting substances.
- Standard tools, equipment, materials, methods and techniques used in the maintenance and installation of HVAC equipment.
- Operation and proper maintenance of tools, equipment and machinery used in the maintenance of HVAC equipment as well as building and construction maintenance trades.
- Requirements of maintaining HVAC Systems and District vehicles in good repair.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Proper methods of storing equipment, materials and supplies.
- District and mandated safety rules, regulations, and protocols.
- Basic mathematics.
- Principles and practices of record keeping.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

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- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

#### ABILITIES AND SKILLS:

- Plan, lead, direct, review and participate in the work of staff performing skilled work in the maintenance and repair of District's HVAC systems.
- Maintain and control the District's computerized energy management system.
- Calibrate control systems.
- Perform a variety of skilled HVAC maintenance and repair of District equipment.
- Design and install all aspects of HVAC equipment and systems.
- Cleans and/or assists in the cleaning of air filters.
- Operate a variety of hand and power tools and stationary mechanical equipment, HVAC specialty tools and a variety of hand and power tools in a safe and effective manner.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Perform heavy physical labor.
- Understand and follow oral and written directions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### PHYSICAL REQUIREMENTS:

**Physical Abilities include** the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer. The employee is required to perform both light and heavy manual labor in all weather conditions. This may include physically strenuous labor, continuous or repetitive movements; skillful, controlled manipulations of small objects; fine, highly controlled muscular movements to adjust the position of a control mechanism; bending or stooping repeatedly or continually over time; working in small, cramped spaces; climbing ladders or steps; walking on rough, uneven ground; and performing other physical tasks as required of the position; required to sit, talk, and hear; frequently required to use hand tools and computer which require repetitive arm, wrist, and hand movement; occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Demonstrate sufficient strength, mobility and range of motion to arm lift 65 pounds and floor lift 65 pounds in an employee entrance evaluation.

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**Significant physical abilities include** ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

#### **WORK ENVIRONMENT:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public. Employees in this position will also be required to work outside, sometimes in confined spaces with exposure to dust, wind, heat, smoke, cold, rain, and may be required to stand the majority of the time.

- The noise level in the work environment is usually moderate.