

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Maintenance Specialist (HVAC/R)

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under general supervision of the Director of Maintenance, Operations and Transportation, or designee, to perform a variety of skilled maintenance work in the maintenance and repair of the Districts' facilities with minimal supervision; inspect, service and repair heating, ventilating and air conditioning, and refrigeration equipment. Repair and service to pool equipment.

ESSENTIAL FUNCTIONS:

1. Installs various types and sizes of HVAC units. Maintains, diagnoses, replaces and/or repairs heating, air conditioning and ventilation, refrigeration systems, kitchen equipment, HVAC, and equipment, including but not limited to compressors, evaporators, dryers, thermal expansion, valves, fans, and strainers.
2. Inspects and tests refrigeration, kitchen equipment, heating systems, repairs pneumatic, electric or electronic control systems.
3. Maintains heat pumps, electric heating systems.
4. Inspects compressors, points, pressure lines, electrical wiring, motors, fans, and related components of heating, air conditioning, ventilating units.
5. Removes and installs compressors, gas lines, manifolds, valves, etc.
6. Establishes and carries out preventive maintenance programs; change filters, clean units, check and repair remote control system.
7. Interprets blueprints and reads schematics as related to HVAC and refrigeration systems.
8. Performs skilled electrical installation and repair.
9. Performs gas and electrical welding.
10. Troubleshoot and perform minor maintenance of intrusion and fire alarm systems, prior to contracting out due to complexity and timeliness.
11. Assist the High School Custodial Supervisor/Maintenance Mechanic with maintenance and repairs of swimming pool boiler and pump systems, prior to contracting out due to complexity and timeliness.
12. Maintains computerized diagnostic and environmental control systems.
13. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read and write at a level sufficient to fulfill the duties to be performed for the position described. Two years of experience as maintenance worker, working with and repairing of heating and air conditioning systems. Journeyman experience is desirable, possession of an appropriate California driver's license and be insurable. High School Diploma or equivalent is required.

SKILLS AND QUALIFICATIONS:

1. Knowledge of principles, rules and regulations relating to electrical maintenance, repair of heating, ventilating, air conditioning and refrigeration systems, and safe work practices.
2. Ability to perform skilled work in the maintenance and repair of a wide range of refrigeration, heating, ventilation, air conditioning, and operate District utilized software to control energy management system.
3. Ability to operate and maintain the tools and equipment commonly employed in the installation, maintenance and repair of heating, ventilating, air conditioning, and refrigeration equipment.
4. Ability to use precision measuring equipment.
5. Ability to carry out a program of preventive maintenance, to plan, layouts of circuits and draw plans to meet city, county and state codes.
6. Ability to read blueprints and understand plans and specifications, to read graphical representations of work to be done.
7. Ability to diagnose equipment operating problems and execute required repairs.
8. Ability to understand and work on a computer.
9. Ability to keep records of work performed.
10. Ability to develop and maintain cooperative working relationships with those contracted in the course of work.
11. Must possess EPA certification for handling freon.
12. Must pass required medical examination.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk for extended periods of time.
3. Bend, squat, stoop, and/or climb for extended periods of time.
4. Reach above shoulder level, push/pull for extended periods of time.
5. Lift and carry up to 100 lbs. at shoulder height.
6. Do repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
7. Be able to work with moving machinery for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work outdoors in various weather and to work indoors completing paperwork and repairs and installation of equipment. Exposure to noise, dust, and fume levels will vary depending on equipment and projects. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified range 58

Adopted: HS Board 3/19/86
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