

SAN YSIDRO SCHOOL DISTRICT

TITLE: Maintenance/HVAC

DEPARTMENT: Business

FLSA: Non-Exempt

Revised: December 2023

REPORTS TO: District Administrator

CLASSIFICATION: Classified (12 Month)

SALARY: Classified Salary Schedule (Steps 17-21)

Board Approved: March 2024

BASIC FUNCTION: Under the supervision of the Maintenance, Operations, Transportation and Facilities Manager performs skilled journeyman level-work in the inspection, installation, repair and servicing of heating, ventilation, air-conditioning, refrigeration and related equipment, machinery and facilities; and performs related duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Inspects, repairs, modifies and installs heating and air-conditioning and ventilation equipment, including refrigeration and air-conditioning compressors, receivers, condensers, forced-air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
- Conducts regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, including water heaters, gas and electrically operated air-conditioning equipment, and makes necessary adjustments or repairs
- Repairs or replaces defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, high-limit controls, pressure controls, safety valves, and automatic gas valves.
- Lubricates and packs heating, ventilation, refrigeration and air-conditioning motors, pumps, fans and other equipment.
- Installs and calibrates HVAC systems
- Repairs and maintains furnace gas controls and engines, filters and condensing units; inspects, detects and repairs leaks; checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots.
- Operates a variety of hand and power tools, welders torch, vacuum pump and test equipment utilized in the trade.
- Performs skilled electrical maintenance work in the repair, installation and alteration of electrical equipment, components, timers, motors and wiring systems as needed; connects meters to control panels and panels to power sources.
- Diagnoses mechanical and electrical problems; repairs or replaces defective parts in units, equipment and controls.
- Installs, rebuilds, replaces or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.
- Prepares cost estimates for projects and orders materials in accordance with established procedures.
- Works from sketches, plans, drawings, blueprints and specifications.

- Follows safe work practices and procedures; ensures proper safety precautions are observed.
- Observes and complies with relevant federal, state and local codes.
- Manages HVAC system via Energy Management System applications.
- Operates a personal computer and other office equipment.
- Assist in general maintenance projects and projects related to other trades as assigned.

KNOWLEDGE

- Methods, materials, and equipment appropriate to the area of responsibility.
- The tools, materials, and standard practices of the HVAC industry.
- Construction, installation, and maintenance of heating, ventilation, air-conditioning, and refrigeration systems and related equipment and facilities.
- Applicable laws and regulations, including plumbing and mechanical codes.

SKILLS

- Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air-conditioning and refrigeration systems and related equipment and facilities.
- Calibrate systems.
- Perform preventive maintenance and routine servicing of equipment.
- Diagnose defects, and install, repair and maintain heating, ventilating, refrigeration, and air conditioning units.
- Interpret and work from plans, diagrams and specifications.
- Understand and follow oral and written instructions
- Communicate orally and in writing
- Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air-conditioning and refrigeration systems.
- Work cooperatively with others.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Utilize computer systems including email, work order systems, and other basic computer programs used in the area of responsibility.

ABILITIES

- Establish and maintain effective working relationships with District management, staff and others encountered in the course of work,

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE

- High School Diploma or equivalent

PREFERRED QUALIFICATIONS:

- Completion of recognized Apprenticeship Program
- Four years of experience as a Journeyman in heating, ventilation, and air-conditioning and refrigeration trade

CERTIFICATIONS/LICENSES:

- A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.
- EPA Certification for HVAC Technician

WORKING CONDITIONS

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving District vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, working around and with machinery having moving parts, working from heights and in confined work spaces.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practical. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.