

**CLASS SPECIFICATION**  
**Lead HVAC Technician**  
**Range 51**

**GENERAL PURPOSE**

Under general supervision of the Director for Facilities Planning and Operation and/or Designee, schedules, assigns, leads, and participates in the work of journey-level personnel engaged 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.

**DISTINGUISHING CHARACTERISTICS**

Lead HVAC Technician is an advanced journey-level, working lead class, providing technical assistance, training and lead worker duties for a staff of journey-level HVAC Technicians. In addition, the Lead HVAC Technician requires a minimum of three (3) years journey-level experience in the heating, air-conditioning, and refrigeration trade.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Provides lead work direction and guidance to staff; plans and assigns work to staff; provide training and technical assistance; inspects and evaluates work performed; identifies problem areas and directs remedial action to be taken; provides input to the evaluation of assigned staff; ensures that activities are carried out in a safe manner and that established policies, procedures, and safety measures are followed.
2. Orders and maintains an inventory of HVAC tools and materials for the District's HVAC shop.
3. 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; services and repairs evaporative coolers, ice machines, and air balancing.
4. Inspects, repairs, modifies, and installs heating and air-conditioning equipment, including refrigeration and air-conditioning compressors, receivers, condensers, chillers, water-cooling towers, forced-air converter units, pumps, automatic and hand valves, expansion valves capillary tubes and Variable Refrigerant Flow (VRF) system.
5. 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, heat exchangers, high-limit controls, pressure controls, safety valves, and automatic gas valves.
6. Lubricates and packs heating, ventilation, refrigeration, and air-conditioning motors, pumps, fans, and other equipment.

7. Installs and calibrates systems; installs copper tubing and repairs pipes and tubing as necessary; tests joints and insulates pipes of refrigeration and air-conditioning systems; flushes boilers, de-scales tubing and cuts and threads pipes; rebuilds pressure and temperature safety valves and water pumps.
8. 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.
9. Operates a variety of hand and power tools, welders, torch, vacuum pumps and test equipment such as computers and meters utilized in the trade.
10. 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.
11. Diagnoses mechanical and electrical problems; repairs or replaces defective parts in units, equipment, and controls.
12. Installs, rebuilds, replaces, or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets, and other equipment as necessary.
13. Prepares cost estimates for projects and orders materials in accordance with established procedures.
14. Works from sketches, plans, drawings, blueprints, and specifications.
15. Follows safe work practices and procedures; ensures proper safety precautions are observed.
16. Observes and complies with relevant federal, state, and local codes.
17. Operates a personal computer and other office equipment.
18. Define bid specifications for outside vendors and coordinate work.

## **OTHER DUTIES**

1. Assists other skilled maintenance personnel in cooperative assignments.
2. Maintains a variety of records of completed work, including blueprints, sketches, diagrams, and logs.
3. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.
4. Complete work orders using the current implemented work order system.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Standard practices, methods, and tools of the heating and air-conditioning trade.
2. Theory of heating and air-conditioning and refrigeration systems.
3. Materials, methods, and tools used in the operation and repair of heating, air-conditioning, and refrigeration systems.

4. Applicable building codes, ordinances, and regulations of state and local authorities pertaining to heating, air-conditioning, and refrigeration.
5. Air compressor and pneumatic control operation, installation, maintenance, and repair.
6. Cooling tower and boiler water treatment.
7. Manual and electrical tools and equipment applicable to the heating, air-conditioning, and refrigeration trade.
8. Welding and soldering techniques.
9. Health and safety regulations.
10. Basic record-keeping techniques.
11. Proper methods of storing equipment, materials, and supplies.
12. Methods and practices of effective employee training.

**Ability to:**

1. 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.
2. Calibrate systems.
3. Perform preventive maintenance and routine servicing of equipment.
4. Diagnose defects, and install, repair, and maintain heating, ventilating, refrigeration, and air- conditioning units.
5. Interpret and work from plans, diagrams, and specifications.
6. Follow oral and written instructions.
7. Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air-conditioning, and refrigeration systems.
8. Communicate effectively both orally and in writing.
9. Understand and follow oral and written directions.
10. Work cooperatively with others.
11. Work independently with little direction.
12. Meet schedules and timelines.
13. Maintain routine records.
14. Perform heavy physical labor and lift heavy objects.
15. Establish and maintain effective working relationships with District management, staff, and others encountered in the course of work.

**Education, Training, and Experience:**

Graduation from high school or G.E.D. equivalent; and three years of journey-level experience in the heating, air-conditioning, and refrigeration trade.

**Licenses; Certificates; Special Requirements:**

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.

Current EPA Refrigeration license.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 50 pounds and occasionally over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with management, staff and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

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