JOB DESCRIPTION

JOB TITLE: HVAC Lead

JOB FAMILY: Facilities & Operations

Salary Range: 60

JOB PURPOSE STATEMENT:

Under general supervision of the Director of Maintenance and Operations, monitors work of journeyman HVAC workers and performs duties and activities related to maintenance and operations; supervises and shares responsibility including scheduling of work training and supervision of HVAC mechanics and other maintenance and operations personnel; provides leadership and assists in training of personnel; and performs related responsibilities as required. Directs and oversees the work of other HVAC mechanics and is responsible for the completion of assignments. Performs specific tasks related to the Maintenance and Operations Department.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this position act in a working lead role over the HVAC mechanics assigned to the maintenance department under the general direction of the Director of Maintenance and Operations. Such individuals are distinguished by performing tasks requiring a higher degree of skill, more training and less supervision; coordinates work with contractors, architects, and vendors. Incumbents work within the general framework of the established procedures, but are expected to exercise a high degree of initiative and independent judgment in solving problems. The duties listed below are typical, but not necessarily all inclusive.

ESSENTIAL JOB FUNCTIONS:

1. Leads, assigns, inspects, and oversees day-to-day repairs and projects relating to HVAC and related fields.
2. Confers with assigned employees regarding work scheduling and assignments.
3. Assures that proper safety, health regulations, codes and practices are observed.
4. Observes and demonstrates proper safety techniques and repair procedures as related to the HVAC and refrigeration fields.
5. Assists with planning of special projects and related fields of HVAC trades.
6. Read blueprints, interpret specifications, and estimate labor and materials costs.
7. Conduct surveys of all district HVAC equipment and systems to determine need for maintenance, repair, or replacements directed.
8. Install, maintain, troubleshoot, and repair a variety of HVAC equipment including but not limited to: rooftop units, heat pumps, refrigeration units, boilers, air handling units, heating systems, control systems, Energy Management Systems (EMS), relays, blowers, exhaust fans, and related low voltage systems.
9. Ability to maintain, diagnose, trouble shoot and repair Central Plant equipment including, but not limited to: chillers, boilers, cooling towers, pumps, valves, fan coil units, and other associated distribution equipment.
10. Coordinate the work of private contractors and inspect work in progress and completed work for proper application, function, quality, and quantity of materials used.
11. Coordinate work with contractors, architects and vendors.
12. Maintains inventories of equipment and supplies
13. Operates hand and powered tools and equipment
14. Operates equipment and vehicles as necessary to perform the duties in this position
15. Provides input for the preparation of performance evaluations of employees assigned to his/her unit.
16. Work without immediate supervision and monitor the work of others.
17. Ability to write routine reports and correspondence.

18. Establish and maintain effective working relationship with others.
19. When not engaged in HVAC maintenance or repair duties, may assist as required in a variety of maintenance work throughout the district.
20. Participates in District in-services, workshops and/or seminars.
21. Performs maintenance duties as assigned.

OTHER JOB FUNCTIONS:

Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:
Materials, tools, and equipment common to commercial-industrial HVAC and electrical construction, maintenance, and repair.
Preventive maintenance practices and procedures, applicable codes, regulations, laws, and procedures related to assigned activities.
Principles and practices of supervision and training.
Reading and writing English communication skills.
Math applicable to the trade
Safety rules and regulations.
Hazmat and safety regulations.
Computerized access control systems.
Oral and written communication skills.
Record-keeping techniques,
Operate a computer and applicable software,
Inventory methods and practices with proper methods of storing equipment, materials and supplies.

Ability to:
Work without immediate supervision and monitor the work of others.
Train, coordinate, assign and schedule the work of others.
Estimate time and materials needed on a wide variety of projects.
Determine priorities and schedule work effectively and efficiently.
Perform heavy manual labor and lift heavy items.
Prepare and keep work records and make reports.
Read and interpret working drawings, plans and blueprints.
Plan effectively, apply and explain rules, regulations, policies and procedures.
Proficiently use hand and power tools and shop equipment.
Prioritize and schedule work, maintain records and prepare proper reports.
Work independently and maintain high standards of workmanship.
Maintain work schedules in performing tasks.
Oversee the day-to-day operation in the areas of HVAC maintenance and repairs.
Effectively troubleshoot and repair HVAC problems.
Make emergency, temporary, and permanent repairs on a variety of HVAC systems.
Effectively test and maintain HVAC systems.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain work pace appropriate to given workload.
Drive and operate a variety of vehicles and equipment used in the locksmith trade legally and defensively.

Lift heavy items.
Understand and follow oral and written instructions.
Speak, read and write English at a level required for satisfactory job performance.
Maintain cooperative working relationships with those contacted in the course of work.
Maintain consistent, punctual and regular attendance.
Maintain a pleasant appearance and demeanor.
Operate a computer and other office equipment as assigned.

EDUCATION AND EXPERIENCE REQUIRED:
High School Diploma or equivalent. Minimum of (5) years working at journeyman level class in the heating ventilation air conditioning trade.

LICENSE REQUIRED:

Must possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District proficiency academic assessment test for HVAC Lead. Possession of a valid California Driver's License. Must possess a universal EPA card.

WORKING CONDITIONS:

Environment:
Outside environment.
Subject to adverse weather conditions.
Driving a vehicle to conduct work.
Subject to noise from equipment and tools.
Regular exposure to heat, cold, dust, water, mud, odors, chemicals, pollen and dirt.
Ability to work around plants, shrubs and ground covers.

Physical Abilities:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
Able to sit, stand, stoop, kneel, bend, and walk for sustained periods of time.
Able to sustain strenuous manual labor for four (4) to six (6) hours.
Able to work in a wide range of temperatures and weather conditions.
Able to work at various elevations on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.
Able to climb slopes, stairs, steps, ramps, and ladders regularly with speed and safety.
Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner.
Able to work with and around the materials, chemicals, and equipment common to the plumbing, construction, and maintenance industry.
Able to operate a motor vehicle in a safe and effective manner.
Possess physical strength and stamina to do strenuous work.
Heavy work involving lifting, carry (up to 50 pounds), pushing and/or pulling of objects (up to 100 pounds).

Standing for extended periods of time.
Physical dexterity in limbs and fingers to operate equipment and to perform strenuous manual labor.
Bending, grasping, stooping and kneeling.
Walking over rough, uneven surfaces.
Digging.
Seeing to perform work.
Hearing and speaking to exchange information in person and on the phone.

Hazards:

Working with machinery having moving parts.
Exposure to pollen, chemicals, pesticides and herbicides, gasoline and motor oil.
May involve ascending ladders, stairs, lifts and ramps.
Standing and walking for extended periods of time.