JOB DESCRIPTION

JOB TITLE: Maintenance Specialist: HVAC

Job Classification: Maintenance & Operations

Range 55

Job Purpose Statement/s: The job of "Maintenance Specialist: HVAC" is done for the purpose/s of performing a variety of highly skilled tasks and operations involved in the installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration systems for assigned District buildings and facilities. This job is distinguished from others in the specialized and highly skilled maintenance and repair work on HVAC and refrigeration equipment requiring a high degree of technical knowledge in one or more of the building trades; exercising independent judgment in the selection of work methods and procedures used within specialized areas of the building trades, functioning at an advanced journey level classification.

Essential Job Functions:

* **Performs** a variety of highly skilled functions involving electrical, air conditioning, refrigeration and mechanical maintenance work in the general installation, maintenance and servicing of heating, ventilation, air conditioning and refrigeration equipment at assigned District facilities.
* **Performs** electrical and mechanical tests on refrigeration units, air conditioning systems and thermostats.
* **Schedules** and conducts preventative maintenance inspections on all types of heating, refrigeration and air conditioning equipment.
* **Operates,** repairs and maintains compressors, pumps, tubing, relays, switches, valves, fans, motors, gaskets, filters and belts.
* **Operates,** repairs and maintains ventilation systems including thermostats and related control devices.
* **Lubricates,** adjusts and installs various electric electronic and pneumatic switches, gauges, valves, thermostats, etc.
* **Make** pipe connections and electrical repairs.
* **Performs** brazing, soldering and welding as necessary.
* **Checks** and test new equipment for proper operation before installing.
* **Repairs** pressure and temperature safety valves and water pumps.
* **Performs** general maintenance and repair of roofs as required.
* **Makes** estimates of labor and material costs; orders parts and supplies as needed.
* **Interprets** schematic drawings, sketches and blueprints.
* **Assists** other skilled maintenance workers in making repairs as required.
* **Maintains** logs and records for work completed; prepares reports as required.

* **Directs** and supervises personnel in a lead capacity.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Coordinates** with district and other trades' staff for the purpose of completing projects/work orders efficiently.
* **Experience Required**: Four (4) years progressively responsible experience in specialized maintenance and repair trade work, of which at least one (1) year is of journeyman level class in the heating ventilation air conditioning trade.
* **Skills**, **Knowledge and/or Abilities Required**:

  Skills to operate hand and power tools used in craft, perform basic math.

  Knowledge of mechanical, electrical and hydraulic applications to HVAC field, codes and regulations relative to HVAC field, boiler operation, water treatment, basic computer operation. Building construction practices, laws and safety rules related to the installation and operation of heating, ventilating and air conditioning systems in public school buildings.

  Abilities to stand for prolonged periods, understand and carry out oral and written instructions, establish priorities, work independently and with minimal supervision. Significant physical abilities include lifting/carrying, climbing/balancing, stooping/kneeling/crouching, reaching/handling, talking/hearing conversations, and near visual acuity. Communicate effectively in both oral and written form to safely and effectively perform the required duties.
* **Education Required**: High School diploma or equivalent.
* **Training Required**: Four (4) years progressively responsible experience in specialized maintenance and repair trade work with at least one (1) year journeyman level class in heating ventilation air conditioning trade.
* **Licenses, Certifications, Bonding, and/or Testing Required**: EPA Certificate Universal Technician, Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results, and Refrigeration Management Certification. Successful completion of District Proficiency Test.