

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

HVAC SPECIALIST

**POSITION
DESCRIPTION:**

Directly responsible to the Maintenance and Grounds Supervisor. Under the direction of the Maintenance and Grounds Supervisor, performs Journeyman-level mechanical and HVAC specialized work involving the installation, maintenance, repair and alterations of various District HVAC and refrigeration systems in order to provide a safe and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Performs Journeyman-level HVAC and specialized work involved in the installation, maintenance, repair and alterations of various District HVAC systems; inspects and troubleshoots HVAC systems, motors, controls and wiring
2. Designs, installs, services and repairs HVAC systems and related equipment
3. Installs, adjusts, replaces and repairs HVAC and refrigeration parts including, but not limited to computerized energy management system
4. Performs duties and handles materials in compliance with District policies, EPA regulations, health, building and safety codes, applicable to the HVAC trade
5. Assist in the installation, repair, and maintenance of kitchen equipment including but not limited to ovens and refrigerators
6. Uses a variety of HVAC tools and equipment including meters, recorders, testing equipment and a variety of hand and power tools
7. Reads and works with blueprints, schematic drawings and applicable manuals
8. Spot checks work of contractors and work crews to update supervisors on status of projects as requested
9. Communicates and coordinates with outside contractors and vendors related to HVAC maintenance
10. Communicates with District personnel and outside agencies to exchange information and resolve issues or concerns
11. Operates trucks, tractors, lifts and other job-related equipment
12. Estimates time, materials, and costs to complete assigned jobs
13. Accomplishes tasks in a safe, timely, and legal manner
14. Receives and processes work orders

15. Maintains routine records related to assigned activities
16. Assists other maintenance personnel with completing projects as assigned
17. Follows procedures for maintaining inventory and accounting for its use
18. Maintains cleanliness and removes debris after performing work
19. Reports safety, sanitation, and fire hazards to Maintenance and Grounds supervisor
20. Communicates and works cooperatively with sites and co-workers
21. Attends trainings and meetings as directed
22. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Drivers License with no Vehicle Code moving violation within the last 12 months of obtaining the position
- Valid EPA Refrigeration Certification

Knowledge of:

- Methods, materials, tools and equipment used in the HVAC field including all of its technical aspects
- Building, health, and safety codes related to the HVAC trade
- Appropriate health and safety procedures including, but not limited to proper lifting techniques
- Lock-out / Tag-out procedures
- Proper use of refrigerant recovery and reclaiming
- Air flow and air balance methods

Ability to:

- Safely use a wide variety of tools and equipment skillfully to complete assignments
- Meet schedules and timelines
- Work independently with minimal direction and/or supervision
- Adhere to health and safety procedures, regulations and codes
- Maintain routine records
- Perform a variety of maintenance and repair work
- Work cooperatively with others
- Understand and carry out oral and written directions

- Communicate effectively both orally and in writing
- Lift, carry, push and pull objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- A minimum of three (3) years' experience performing Journeyman-level, commercial HVAC work

Desired:

- Prior employment as an HVAC technician in a school district

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Indoor and outdoor environment
- Driving a vehicle to conduct work
- Exposure to fumes, dust and odors

Physical Demands:

- Lifting, carrying, pushing and pulling heavy objects as assigned by position
- Ability to operate a variety of specialized equipment and tools
- Visually inspecting systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders and scaffolding
- Heavy physical labor

Hazards:

- Exposure to extreme weather conditions
- Working around and with machinery having moving parts
- Hazardous chemicals
- Working at heights up to 50'
- Electrical power supply and high/ low voltage
- Working in a cramped or restrictive work area