

BRIEF DESCRIPTION OF POSITION:

Performs skilled mechanical and electrical work under the direction of the Maintenance and Operations Director, including the repair, inspection, servicing, installation, and modification of district heating, ventilation, refrigeration, and air conditioning (HVAC) systems and related equipment. Works closely with HVAC II staff to support operations, delegate and develop technical skills through hands-on learning

STATEMENT OF TYPICAL DUTIES:

- a. Installs, services, maintains, regulates and repairs mechanical equipment including heating, ventilation, air conditioning and refrigeration equipment. E
- b. Repairs, cleans or replaces compressors, charges units, ventilator fans, hoods, controls thermostats, regulators and other parts and systems; inspects, cleans and replaces filters as necessary. E
- c. Maintains routine records related to maintenance and repair activities and assists in the development of a preventive maintenance program for all HVAC equipment and systems. Keeps detailed logs, identifies and reports discrepancies in master filter lists, and accurately records belt sizes.
- d. Inspects HVAC equipment for oil leaks and signs of refrigerant loss. Inspects and replaces HVAC and ventilation belts; cleans condenser and evaporator coils as necessary. Clears condensate drain pans and lines. Replaces faulty blowers, condensers, and exhaust fan motors. Verifies proper economizer operation during routine system maintenance.
- e. Cleans repairs and replaces worn parts of ventilator fans and hoods. E
- f. Performs electrical, mechanical testing of equipment; diagnoses minor mechanical and electrical problems; repairs or replaces defective parts in units and equipment. E
- g. Operates a variety of equipment and machinery such as meters and testing devices, pressure gauges, pumps and hand tools. E
- h. Locates and acquires parts necessary for repair of maintenance HVAC equipment and systems; recommends the purchase of equipment and machines as appropriate. E
- i. Maintains routine records related to maintenance and repair activities. E
- j. Maintains a preventive maintenance program for district heating, ventilation, air conditioning and refrigeration equipment systems. D
- k. Observes and complies with Federal, State and local electrical, gas and safety codes and regulations; establishes and implements prudent safety policies and procedures. E
- l. Assists HVAC Mechanic II when multiple personnel are required to complete the scope of work or to ensure HVAC-related safety compliance.
- m. Grease motors, pumps, and bearings as part of preventative maintenance.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Manual and electrical tools and equipment applicable to HVAC trade.
- Welding and soldering techniques.
- Methods and use of test equipment.
- Health and safety regulations.
- Applicable laws, codes and regulations.
- Record keeping techniques.
- Reading and writing communication skills.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Uniform Mechanical Code, Uniform Building Code, California Code of Regulation.

Ability to:

- Perform skilled work in the installation, maintenance and repair of HVAC equipment and systems.
- Operate specialized machinery and equipment utilized in the basic trade.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift and move objects weighing up to 100 pounds.
- Meet schedules and timelines.

Maintenance, Heating, Ventilating and Air Conditioning Mechanic

- Plan and organize work.
- Maintain records.
- Perform heavy manual labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Work includes indoor and outdoor environment, subject to traveling from site to site, exposure from fumes, extreme heat and chemicals, climbing, crawling, and lifting, electrical shock from high voltage.