



**JOB TITLE: HVAC TECHNICIAN**

**DEFINITION:**

Under the direction of the Director of Facilities, perform skilled mechanical and electrical work in the installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration equipment and systems.

**ESSENTIAL FUNCTIONS:**

- Install, service, maintain and repair heating, ventilation, air conditioning and refrigeration equipment and systems.
- Inspect and test HVAC equipment and systems to determine repairs and maintenance needed.
- Install, replace and repair valves, fans, motors, compressors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing and pipes; cut, bend and join tubing and pipes.
- Test joints and insulate pipes related to refrigeration and air conditioning systems; test and balance air conditioning systems.
- Fabricate, repair and install duct work and covers; connect motor to control panels and control panels to power sources.
- Inspect, disassemble, repair and maintain hot water and forced air heating and ventilation equipment; adjust and install valves, thermostats, fans and controllers.
- Replace worn or defective parts including tubing, transformers, valves, pressure regulators, pumps, filters and bearings; lubricate units as needed; replace or retrofit obsolete parts.
- Develop and maintain a preventive maintenance program for District heating, ventilation, air conditioning and refrigeration equipment and systems to assure equipment is operating as designed.
- Operate a variety of tools and equipment used in the repair and maintenance of HVAC equipment including various meters and testing devices.
- Plan, organize and lay out assigned duties; estimate labor and material costs; work from sketches, plans, drawings, blueprints and specifications; locate and acquire parts necessary for repair and maintenance of HVAC equipment and systems.
- Maintain routine records related to maintenance of repair activities.
- Provide assistance in other maintenance trade work, performing unskilled and semi-skilled duties as needed.
- Perform related duties as assigned.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.

**EXPERIENCE AND EDUCATION:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Any combination equivalent to: graduation from high school and 4 years experience in the maintenance and repair of heating, ventilation and air conditioning equipment.

**Licenses and other Requirements:**

Valid California driver's license; valid certification in refrigerant usage and handling.



**Mental Demands:**

**Language Skills:**

Ability to: read, analyze, interpret, apply and explain plans, specifications, blueprints, schematics, technical instructions and procedures, or governmental regulations; effectively discuss work and respond to questions from employees, contracted workers and supervisors.

**Mathematical Skills:**

Ability to: apply concepts such as fractions, percentages, ratios, and proportions to practical situations to calculate load requirements; perform these operations using units of American money and weight, measurement, volume, and distance.

**Reasoning Ability:**

Ability to: define problems, collect data, establish facts, and draw valid conclusions to diagnose and correct electrical malfunctions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Skills and Abilities:**

Demonstrate knowledge of:

Methods, equipment and materials used in the maintenance and repair of heating, ventilation, air conditioning and refrigeration equipment and systems.

Methods and use of test equipment and specialized tools used in the trade.

Health and safety regulations.

Applicable laws, codes and regulations.

Technical aspects of field of specialty.

Proper methods of storing equipment, materials and supplies.

Demonstrated abilities to:

Perform skilled mechanical and electrical work in the installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration equipment and systems.

Operate a variety of tools and equipment utilized in the HVAC trade safely and efficiently.

Maintain current knowledge of proper handling, usage and disposal of refrigerants.

Work from blueprints, shop drawings and sketches.

Estimate labor and material costs.

Diagnose malfunctions and determine repair needs.

Plan and organize work.

Maintain routine records.

Observe legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships with others.

Lift and move objects weighing up to 75 pounds.

**PHYSICAL REQUIREMENTS:**

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

**Body Movement:**

Regular Activities: stand for long periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; bend, stoop kneel, crouch or climb; speak clearly and distinctly to provide information to others; and hear and understand voices over telephone and in person.



**Frequent Activities:** employees in this classification frequently operate a motor vehicle to travel to other District locations to conduct work.

**Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 75 pounds.

**Vision Requirements:**

Ability to: see clearly at 20 inches or less, see clearly at 20 feet or more, identify and distinguish colors and observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point, judge distances and spatial relationships, and adjust the eye to bring an object into sharp focus.

**WORK ENVIRONMENT:**

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

**Position Environment:**

Work includes both indoor and outdoor environments. The work environment is noisy.

**Exposures, Risks and Hazards:**

While performing the duties of this classification, the employee regularly works near moving mechanical parts and in confined spaces and is frequently exposed to adverse weather conditions, dust, airborne particles and the risks and potential hazards of working with high voltage and power equipment. The employee is exposed to vehicle traffic when traveling to other District locations to conduct work.

Adopted 00/00/87

Updated and revised for ADA 1994

Marlys Grodt & Associates



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step C, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationary of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**