

HEATING AND AIR CONDITIONING MECHANIC/ ENERGY CONSERVATION COORDINATOR

DEFINITION:

Under general supervision of the Supervisor of Maintenance and Grounds, performs skilled work in the installation, maintenance and repair of a variety of air conditioning, ventilating and heating equipment; coordinates and implements energy conservation policies; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

This is a journey-level HVAC Mechanic class having additional responsibility for coordinating and maintaining the District's energy conservation program. The incumbent is expected to work independently in repairing and maintaining HVAC equipment and ensuring proper energy conservation and management techniques are used District-wide in accord with the requirements and general procedures established by the Board of Trustees and Chief Operations and Facilities Officer.

EXAMPLES OF DUTIES:

Based on work orders, diagnoses required repairs and/or maintains a variety of air conditioning, heating and ventilation equipment, ducts and vents, and balances air supplies; *E*

Using a PC computer, with appropriate software, remotely makes adjustments to heating and air conditioning systems throughout the District; *E*

Using a laptop computer, with appropriate software, makes on-site adjustments to heating, ventilation, and air conditioning systems; *E*

Installs, repairs, maintains, and fabricates valves, fans, motors, switches, gaskets, filters, belts, fuses, controls, thermostats, dampers, pumps, gauges, tubing, pipe, and related HVAC equipment; *E*

Maintains and makes repairs to gas heaters, gas water boilers, and domestic water heaters, including repair of gas lines, tests joints, insulates pipe, utilizes a wide variety of tools, equipment and test devices common to the HVAC trade, rewires, brazes, rebuilds, modifies existing equipment and systems; *E*

Troubleshoots electrical circuits including breakers, relays, switches, and control circuits to ensure proper power is supplied equipment; *E*

Makes frequent inspection of HVAC equipment to ensure operational efficiency, including adjusting/replacing belts, cleaning heat exchanger coils, maintaining a listing of all HVAC filters in the District, and spot checking to ensure their replacement on a scheduled cycle; *E*

Coordinates repairs and installation of new HVAC equipment with outside contractors as needed. *E*

Coordinates, implementation of energy conservation policies, practices and programs; *E*

Plans and lays-out work of self and that of assigned helpers, directs work of assigned helpers;

Conducts inventories, requisitions materials and supplies, completes work orders, and prepares and makes reports as necessary and/or required.

E denotes an essential function of the job.

SUPERVISION:

General supervision is received from the Supervisor of Maintenance and Grounds.

Leadership and direction is provided to assigned helpers. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, materials, tools, and equipment used in the maintenance, repair and operation of HVAC systems and equipment;
Pipefitting, sheet metal, electrical, welding/brazing skills used in skilled HVAC work;
Basic understanding of the use of a PC (Personal Computer);
Maintenance and repair of electrical circuits and equipment;
Applicable codes, regulations;
HVAC and electrical theory and operation;
Energy conservation methods and procedures;
Appropriate safety precautions and procedures;
Shop mathematics;
Simple record keeping and filing procedures.

Ability to:

Perform skilled work in the installation, repair, modification and maintenance of a wide variety of HVAC systems and related equipment;
Perform skilled work in the maintenance and repair of a wide variety of high and low voltage (480v to 24v) electrical circuits and associated HVAC equipment;
Use a variety of HVAC and/or electrical diagnostic equipment and repair tools;
Work from diagrams, plans, blueprints, oral and written instructions;
Plan and layout work, estimate time, materials and cost needed to complete assigned tasks;
Read, understand, work from and explain to others information contained in technical manuals;
Instruct, lead work of assigned helpers;
Coordinate repair and installation requirements to outside HVAC contractors;
Operate a PC (Personal Computer) and effectively utilize shop specific software;
Coordinate and implement a District-wide energy conservation program;
Operate motor vehicle equipment;
Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the foregoing knowledge, skills and abilities are considered to possess education necessary to succeed in this class. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired in post-secondary training in basic electrical theory and principals of refrigeration/air conditioning, or through one to two years of experience working with a skilled HVAC mechanic. Two to three years of prior successful journey-level HVAC experience are typically required to obtain the practical experience to succeed in this class.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver=s License. Environmental Protection Agency (EPA) Type II Certification for handling Freon 22 (R22).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, climbs stairs and ladders, maintains balance, stoops, bends repeatedly, kneels, crawls, and frequently reaches over head to perform work; lifts, pushes, pulls, carries up to 40 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; has good depth perception and normal color vision; visual acuity sufficient to see small details and safely operate a District vehicle; works in various lighting conditions; works around motorized and belt driven electric equipment; uses a variety of refrigeration test equipment and drives a District vehicle; uses a telephone and computer; works inside and outside with frequent temperature changes and occasionally in heat above 90EF; works in confined spaces, wet/damp areas; occasionally exposed to odors, fumes, dust, gases, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; occasionally wears a respirator or dust mask. Employment is contingent upon passing a physical examination and back evaluation test.

Last revised 5/95

Revisions effective 11/14/02