



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepare students for lifelong success!

Maintenance Heating, Ventilation, and Air Conditioning Mechanic

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee, performs skilled journey level work in the installation, maintenance and repair of a variety of air conditioning, ventilating and heating equipment at school sites and other District facilities.

CLASS CHARACTERISTICS:

This is a journey-level HVAC Mechanic position responsible for performing installation and repairs on HVAC systems to ensure that all systems are maintained in a safe and effective working condition. Incumbents independently perform regular HVAC duties including the complex maintenance and repair tasks, in accord with the requirements and established procedures set forth by the district. Incumbents may also be assigned to perform a wide range of maintenance work in other trade areas at unskilled, semi-skilled or skilled levels as needs arise.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Install, inspect, diagnose and repair and/or maintain a variety of air conditioning, heating and ventilation equipment, ducts and vents;
- Using computer(s), configured with appropriate software, either remotely or on site, troubleshoot HVAC concerns and make adjustments to heating and air conditioning systems and balance air supplies throughout the District;
- Make frequent inspection of HVAC equipment to ensure operational efficiency;
- Install, repair, maintain valves, fans, motors, switches, gaskets, filters, belts, fuses, controls, thermostats, dampers, pumps, gauges, tubing, pipe, and related HVAC equipment;
- Maintain and make repairs to gas heaters, gas water boilers and domestic water heaters, including repair of gas lines, test joints; insulate pipes, utilize a wide variety of tools, equipment and test devices common to the HVAC trade;
- Rewire, braze, rebuild, modify existing equipment and systems assuring work in progress and completed complies with applicable EPA laws, rules and regulations;

Other related duties:

- Direct the work of assigned helpers;
- Inventory, requisition materials and supplies;
- Prepare written and/or make verbal reports on the status of HVAC and related equipment as necessary or required;

SUPERVISION:

Receives general supervision from the Director, Maintenance, Operations, and Facilities or designee. 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;
- HVAC and electrical theory and operation;
- Energy conservation methods and procedures;
- Basic computer and software including Microsoft E-mail internet computer applications, and maintenance job tracking applications;
- Appropriate safe working, health and safety precautions and procedures;
- Applicable laws, codes, and regulations;
- Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers;
- Math applicable to HVAC maintenance and repair trades;
- Standard record keeping and filing system procedures.

Ability to:

- Safely and efficiently perform skilled work in the installation, repair, modification and maintenance of a wide variety of HVAC systems and 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;
- Read, understand, work from and explain to others diagrams, plans, blueprints, specifications, drawings, sketches, and applicable technical trade manuals;
- Plan, layout work; instruct, lead work of assigned helpers;
- Estimate time, materials and cost needed to complete assigned tasks;
- Coordinate repair and installation requirements to outside HVAC contractors;
- Operate a personal computer, email, internet computer applications, and applicable related software; Understand and follow oral and written instructions;
- Lead and coordinate the work of assigned helpers;
- Operate District vehicles, observing legal and defensive driving practices;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Completion of a C-20 HVAC State Contractor's license desirable.

Experience:

- Four (4) years of experience performing journey level HVAC work preferably for a school district, government entity, or commercial building. OR
- Three (3) years of experience performing journey level HVAC work preferably for a school district, government entity, or commercial building and one (1) years of HVAC training from a recognized program. OR
- Two (2) years of experience as a Skilled Maintenance Worker performing HVAC work for the Ocean View School District.
- Journey level as defined by Contractor's State Licensing Board: Journey-level experience applies to a person who has completed an apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform a specific trade without supervision.

Licenses Required:

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

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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

Work Environment:

The job operates in a school environment in various lighting conditions, primarily outdoors involving frequent exposure to outside weather conditions and temperature changes. The noise level can become very loud depending on activity (i.e., HVAC etc.) but will remain within moderate noise level range. The position is exposed to extreme heat (above 90 degrees Fahrenheit), hazards including moving mechanical parts, motorized and belt driven electric equipment, sharp objects, scaffolds, moving vehicles, risk of electrical shock and may work around gasses and poisonous fumes. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the incumbent is continuously required to stand and walk for extended periods of time. The incumbent frequently talks, hears, stoops, kneels, crouches, grips, grasps, reaches above and below the head, and uses repetitive motions of the wrists, hands, and fingers to operate specialized tools and maintain school landscapes. The incumbent frequently climb stairs and ladders; occasionally will the incumbent sit and crawl. This position involves heavy labor involving little to very heavy physical efforts; frequently exerts up to 50 pounds of force to lift and carry equipment (blower, lopper, gas tanks, etc.); sometimes exerts up to 100 pounds of force to lift, carry, push, pull, and/or move

objects. This position requires specific visual acuity to perform activities such as driving a District vehicle, operating a computer, and operating related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

Last revised 5/95, 4/10/2014

Deactivated 3/28/06

Classification reactivated & revised by Personnel Commission 8/12/09

Job Description Review and Revisions Effective 4/10/14, 7/13/17

SALARY RANGE

Range 41

Classified Bargaining Unit