

SKILLED MAINTENANCE: HVA/C-R I AND II
(Classified Bargaining Unit Positions)
(I - Range 36; II - Range 39)

DEFINITION

Under general supervision, to perform skilled work in the alteration, repair, replacement, and maintenance of heating, ventilating, air conditioning, and refrigeration equipment, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Skilled Maintenance HVA/C-R class is distinguished from other classes in the maintenance series in that primary work is in heating, ventilating, air conditioning, and refrigeration.

The HVA/C-R II position is distinguished from the HVA/C-R I position by the requirement for performing advanced technical work related to diagnosis and repair of controls, components, and equipment.

ESSENTIAL FUNCTIONS FOR POSITIONS IN THIS CLASS MAY INCLUDE:

- Coordinate, organize, and plan work from assigned work orders/requests;
- Inspect, repair, maintain, service, and trouble-shoot refrigeration, heating, ventilating, and air conditioning equipment, electrical and pneumatic control systems;
- Repair and/or replace electrical control wiring circuits;
- Install, repair, and replace filters, belts, bearings, motors, fans, thermostats, and all related parts of HVA/C and refrigeration equipment;
- Test and repair refrigeration systems;
- Repair and replace motors, including three phase;
- Perform tests of HVA/C and refrigeration units;
- Inspect, repair, maintain, service, trouble-shoot, and replace pumps, motors, chlorine equipment, and swimming pool equipment;
- Perform a variety of functions pertaining to energy conservation, including programming computerized energy management system;
- Research, order, and maintain inventory of supplies, materials, and parts;
- Work from and understand blueprints, drawings, and sketches;
- Estimate the scope and cost of work assignments and select necessary tools and materials to complete the job;
- Plan and prepare drawings for assigned projects;
- Perform sizing, repair, replacement of duct work and insulating piping;
- Inspect, test, repair, replace fire alarms, smoke and heat detector systems;
- Understand and carry out oral and written directions;

- Compile written reports and give oral reports;
- Operate a fork lift (Valid certificate to operate a fork lift, preferred);
- Supervise helpers and others as assigned;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

ADDITIONAL ESSENTIAL FUNCTIONS SPECIFIC TO HVA/C-R II :

- Evaluate HVA/C-R system performance and recommend modification and/or additions;
- Work with outside contractors pertaining to HVA/C-R system modifications;
- Provide technical support to HVA/C-R I;
- Diagnose and repair Direct Digital controls and components.

Duties may require the physical ability to:

- see for the purpose of reading laws and codes, rules and policies, and other printed mater;
- hear and understand speech at normal levels;
- speak so that others will be able to understand a normal in-person and telephone conversation;
- sit and stand for extended periods of time;
- bend and twist, push and pull, stoop, kneel, crawl;
- work from high ladders, ladder truck, and scaffolding;
- reach in all directions;
- lift 100 pounds and/or carry 50 pounds.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

DESIRABLE QUALIFICATIONS

Education:

- Equivalent to graduation from the twelfth grade and apprenticeship or vocational training in heating, ventilating, air conditioning, and refrigeration. Associate degree preferred.

Experience:

- Either completion of a recognized apprenticeship in HVA/C and refrigeration trades or two years of journeyman-level experience in one or more of the building trades, preferably in HVA/C-Refrigeration.

Knowledge of:

- Tools, materials, methods, and terminology used in heating, ventilating, air conditioning, and refrigeration trades;
- Methods and practices followed in the maintenance of tools, machinery, and equipment;
- Building codes, regulations, and guidelines pertaining to the trade;
- Material Data Safety Sheets;
- Hazardous Communications Regulations - "Right to Know";
- Fire Prevention, codes, and extinguishers;
- Correct responses to emergency situations;
- CPR and First Aid;
- Safe working practices;
- Computer programs necessary for record keeping and databases;
- Correct English usage: grammar, spelling, vocabulary and punctuation.

License and Certificates:

- Possess a valid California Driver's License, required;
- Possess a valid Refrigerant Reclaiming Certificate, required.

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