

TITLE: HVAC/R TECHNICIAN

REPORTS TO: Maintenance and Grounds Supervisor

JOB GOAL: Performs journeyman level work related to the installation, maintenance, and repair of school Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) systems and equipment.

QUALIFICATIONS

Knowledge of

1. Materials, tools, and equipment common to commercial-industrial HVAC/R and electrical construction, maintenance, and repair.
2. Applicable codes and regulations.
3. Reading and writing English communication skills.
4. Math applicable to the trade.
5. Safety rules and regulations for this position.

Ability to

1. Establish and maintain effective working relationships with others.
2. Direct the work of department staff and coordinate the work of contract personnel.
3. Plan and organize work.
4. Meet schedules and time lines.
5. Read blueprints, interpret specifications, and estimate labor and material costs.
6. Develop and maintain detailed records.
7. Effectively troubleshoot and repair HVAC/R problems.
8. Train department staff in the HVAC/R trade.
9. Make emergency, temporary, and permanent repairs on a variety of HVAC/R systems.
10. Efficiently operate various computer programs.
11. Effectively test and maintain HVAC/R systems.

Training and Experience

1. Any combination of education, training, or experience equivalent to completion of a recognized HVAC/R apprenticeship training program.
2. Six (6) years of recent full-time, paid experience as a journey level HVAC/R Technician on commercial and/or institutional facilities desired.
3. Equivalent to the completion of the twelfth (12th) grade.
4. A work history demonstrating reliability and good attendance.

ESSENTIAL FUNCTIONS

1. Conduct surveys of all district HVAC/R systems and components to determine need for maintenance, repair, or replacement as directed.

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ESSENTIAL FUNCTIONS (continued)

2. Install, maintain, troubleshoot, and repair a variety of HVAC/R equipment including but not limited to: rooftop units; heat pumps; refrigeration units; freezers; boilers; air handling units; heating systems; control systems; Energy Management Control Systems (EMCS); relays; blowers; exhaust fans; low voltage systems; power distribution circuits, motors, motor circuits and transformers up to 480 volts.
3. Maintain, trouble shoot and repair Central Plant equipment including, but not limited to: chillers; boilers; cooling towers; pumps; valves; fan coil units; and other associated distribution equipment.
4. Replace compressors.
5. Estimate labor and material costs for maintenance, repair or replacement.
6. Solder and braze.
7. Operate power tools and equipment.
8. Assist in the preparation of HVAC/R bid specifications.
9. Coordinate the work of private contractors and inspect work in progress and completed work for proper application, function, quality, and quantity of materials used.
10. Contact school administrators and/or HVAC/R contractors to coordinate repair and replacement.
11. Direct the work of assigned maintenance workers.
12. Train department staff in the HVAC/R trade.
13. Performs other related duties as required.
14. Use safety equipment & devices appropriate for this position.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

SPECIAL REQUIREMENTS

- 1 Possession and maintenance of a valid and appropriate State of California driver license.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel for sustained periods of time.
7. Able to sustain strenuous manual labor for four (4) to six (6) hours.
8. Able to work in a wide range of temperatures and weather conditions.
9. Able to work at various elevations on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
10. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.
11. Able to climb slopes, stairs, steps, ramps, and ladders regularly with speed and safety.

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PHYSICAL ABILITIES (continued)

12. Able to lift and/or carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
13. Able to push and pull a variety of tools and equipment weighing up to (50) pounds.
14. Able to exhibit full range of motion.
15. Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner.
16. Able to work with and around the materials, chemicals, and equipment common to the plumbing, construction, and maintenance industry.
17. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The department Director or designee will provide the evaluation.

Approved by: Board of Education Date: February 9, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**