

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job #307E

September 16, 2019

HVAC-R TECHNICIAN II

(Heating/Ventilation/Air Conditioning-Refrigeration)

Salary \$4664.00 - \$5691.00 per month (Range 265)

EXAMPLES OF DUTIES

Install, troubleshoot, services and repairs heating, air conditioning, ventilation, and refrigeration systems and machinery, including electronic, pneumatic, and mechanical components; install HVAC ductwork including flexible tubing and sheet metal construction; operate power hand tools and other specialized HVAC-R equipment; read and interpret electrical and mechanical diagrams; inventory material and supplies; contacts vendors to discuss needs for parts and materials; inspect and replace air filters as directed; recommend purchases and suppliers; install or repair fuel and water supply lines to HVAC Systems; conserve, install, and recycle CFC and HCFC (Chlorofluorocarbon family) refrigerants; inspect wiring, duct work, and equipment for conformance to district specifications and mechanical building codes; and operate energy management systems to diagnose mechanical equipment.

MINIMUM QUALIFICATIONS

License:

Valid California driver's license; EPA Certification for CFC Recovery; and C-20 HVAC license (desirable).

Knowledge of:

Proper methods, materials, tools and equipment used in the installation and repair of electrical HVAC-R mechanical systems; policies, procedures, regulations, and guidelines pertaining to the operation, repair and maintenance of equipment; basic record keeping techniques; safe working methods and procedures; proper lifting techniques; district policies rules and regulations; Energy Management Systems.

Ability to:

Install and repair HVAC-R systems; analyze electrical and mechanical problems and determine what repairs are needed; plan and layout work including estimating labor and material costs; work from plans and specifications; read and interpret technical manuals related to mechanical systems; understand and carry out written directions; maintain records; and work cooperatively with those contacted in the course of work.

Skills:

Coordinating skills to schedule work activities and maintain detailed records of repair work completed; analytical skills to diagnose cause of mechanical breakdown and to understand and work from schematics, sketches, or penciled drawings, manuals and manufacturer's specifications; and basic computer skills.

Experience:

Any combination of training certification and experience equivalent to four years of installation, maintenance and repair of HVAC-R systems and equipment.

Education:

Proof of High School Diploma or equivalency and HVAC-R Technical School Training Certificate.

WORK/YEAR BENEFITS

This is a **12 month, 8 hour per day position** with the **MAINTENANCE & OPERATIONS DEPARTMENT**. **Hours will be 7:00 a.m. – 3:30 p.m.** Person selected will receive full benefits.

APPLICATION PROCEDURE

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/DistrictJobPosting/1231662>. The deadline for submitting an application is **SEPTEMBER 24, 2019 at 4:00 p.m.** A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

HVAC-R TECHNICIAN II

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Traveling from site to site: walking and standing for extended period of time; kneeling; crouching; reaching overhead; climbing and descending ladders; crawl space; dexterity of fingers and hands to operate specialized equipment; and the use of both arms and legs. Lifting 0 to 50 lbs. and up of supplies/materials, ladder, small hand tools and power equipment.

Mental:

Subject to deadlines, frequent interruptions, and urgency of work order coordination with the following demands: Comprehend and following verbal and written instructions, maintain the established work pace, respond appropriately to direction, feedback, or criticism, change in the work setting, generate alternatives and interact with staff or the public.

Working Conditions:

Working in both indoor and outdoor environments the following conditions exist: Subject to exposure to sun and other inclement weather conditions, dust, vibration, slippery surfaces, enclosed work spaces. As required, must wear protective devices such as gloves, safety boots and safety glasses.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431	Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431
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