

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: MAINTENANCE WORKER III – HVAC TECHNICIAN

BASIC FUNCTION

Under direction of the Director of Maintenance, Operations, Facilities Development & Transportation or designee, to perform skilled work in installing, repairing, and maintaining air conditioning, heating and ventilation equipment and systems; to perform semiskilled and skilled duties in other maintenance trade areas; and to do other related work as required. Incumbents in this classification provide students, staff, and the public with well-maintained and safe building infrastructure, facilities, and grounds which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Implements the periodic shutdown checklist and the night setback program of the District's energy management systems for every building in the District
- Coordinates with the Director of MOFDT the installation and/or repairs of energy management systems and maintains the wiring and installation diagrams
- Assists with the design and maintenance of the programming for computerized energy management systems to ensure operational efficiency and software updates as necessary
- Operates the energy management system software
- Investigates, evaluates and resolves indoor air quality issues
- Participates in the construction planning phase and subsequent repair and maintenance of the District's heating, ventilation, air condition, and energy management systems, and equipment
- Inspects, regulates, repairs, maintains, and services heating and ventilation equipment and systems
- Installs, replaces, and repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, and pipes
- Cuts, binds, and joins replacement tubing and pipes
- Tests systems for air balance and proper operation
- Tests joints and insulates pipes pertaining to air conditioning, heating and ventilation systems
- Fabricates, repairs, and installs duct work and covers
- Replaces motors and heating units
- Connects motors to control panels and control panels to power sources
- Adjusts and installs valves, thermostats, fans, and controllers
- Tests for defective parts and replaces malfunctioning parts
- Inspects air conditioning, ventilation and heating units and replaces transformers, valves, pressure regulators, and pumps
- Conducts refrigerant recycling
- Ensure compliance with regulatory refrigerant replacement programs and required procedures (e.g. current EPA-mandated phase-out of R-22 with replacement 407c refrigerant by 2020)
- Plans, organizes, and lays out assigned skilled tasks
- Estimates labor and material costs
- Maintains a variety of simple records
- Coordinates and directs the HVAC-support-related work tasks and activities of other Maintenance Department personnel assigned as needed to assist the Maintenance Worker III – HVAC Technician
- Drives a service vehicle to and from work sites

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- Operates a computer to research parts and equipment, to make entries to the work order system, and to operate the direct digital control of the energy management system
- Participates in various maintenance projects such as moving furniture and equipment, large setups or other activities (e.g., summer moves, new construction set up, special events) that may not involve HVAC work
- Contacts vendors and obtains prices and services
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate the variety of tools and equipment utilized in the performance of duties including various types of hydraulic lifts
- Perform air conditioning, refrigeration and heating equipment installation, maintenance and repair
- Test and evaluate systems and installations
- Install, maintain, and repair various types of air conditioning, refrigeration and heating equipment

Knowledge of:

- Methods, materials, tools, and equipment used in the maintenance and repair of refrigeration, air conditioning, ventilation and heating equipment
- Building codes, policies, regulations, and guidelines pertaining to typical school district air conditioning, ventilation and heating systems
- Energy conservation methods, procedures and techniques
- Refrigerant cycle theory; proper refrigerant recovery and replacement procedures and techniques, as mandated by the Environmental Protection Agency
- Safe working methods and procedures, including working on roofs where temperatures seasonally have been recorded to exceed 120°F

Ability to:

- Repair, maintain, and overhaul large air conditioning, ventilation and heating equipment skillfully and efficiently
- Work from blueprints, shop drawings, sketches, manuals, and diagrams
- Plan, lay out, and coordinate the work of others
- Accurately estimate labor and material costs
- Maintain simple records and prepare complete and concise reports
- Follow proper refrigerant recovery and mandated refrigerant replacement timelines and procedures
- Establish and maintain cooperative working relationships
- Maintain and repair refrigeration and freezer equipment including ice machines and related equipment
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate

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- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Operate a computer to enter work order status data and maintain the energy management system (EMS)
- Understand and carry out oral and written directions

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience as a journeyman level air conditioning and heating technician that included responsibility for a programmable energy management system with direct digital control and communication line for HVAC

Education:

Equivalent to the completion of High School, supplemented by coursework or training in the maintenance and repair of air conditioning, ventilation and heating equipment.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Class C or higher Motor Vehicle Operator's License to drive District-assigned vehicles (e.g., pick-up truck)
- Possession of a valid Environmental Protection Agency Refrigeration Technician Type I & II Certification or Universal Certification

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Must receive two (2) hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional asbestos-containing building material (ACBM) training if they work in areas in which asbestos building materials may be disturbed.
- Must maintain a valid Environmental Protection Agency Refrigeration Technician Type I & II or a Universal Certification