

Magnolia School District

HVAC Mechanic/Maintenance Person

DEFINITION

Under the daily supervision of the Director of MOTF or District Management, to perform skilled work in installing, repairing, and maintaining refrigeration, heating, ventilation, and air conditioning equipment and systems; to perform semiskilled and skilled duties in other maintenance trade areas; and to do other related work as required or assigned.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the class. The Maintenance Person – HVAC/General Maintenance classification is assigned to the Director of Maintenance, Operations and Facilities.

- Inspects, Installs, repairs, maintains, and services refrigeration, heating, ventilation, and air conditioning equipment and systems.
- Installs, replaces, and repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, ducting and pipes.
- Provides labor and technical support to maintenance staff in the completion of a wide variety of maintenance and facilities projects.
- Cuts, binds, and joins to install and replace tubing and pipes.
- Tests systems by utilizing pressure tests, and balances air-conditioning systems.
- Test joints and insulates pipes pertaining to refrigeration, heating, or air conditioning systems.
- Connects motors to control panels and control panels to power sources.
- Tests and Adjusts; valves, thermostats, fans, and controllers.
- Repairs, maintains and replaces; transformers, valves, pressure regulators, and pumps.
- Maintains a variety of preventive maintenance records.
- Works overtime to resolve critical issues or emergency situations.
- Drives a service vehicle to and from work sites.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent education;
- Post-secondary Education – Preferred;
- Two years of journeyman level experience in air conditioning, refrigeration, ventilation and heating repair;
- Knowledge of methods, materials, tools, and equipment used in the maintenance and repair of refrigeration, ventilation, heating, and air conditioning equipment;
- Knowledge of building codes, policies, regulations, and guidelines pertaining to the typical school district refrigeration, ventilation, heating, and air conditioning equipment;
- Knowledge of safe working methods and procedures;
- Ability to skillfully repair, maintain and overhaul refrigeration, ventilation, heating, and air conditioning equipment;
- Ability to work from blueprints, shop drawings, sketches, manuals, and diagrams;
- Ability to operate oxy-acetylene brazing equipment, refrigerant, recovery and recycling machines;
- Ability to maintain records and prepare complete and concise reports;
- Ability to understand and carry out oral and written directions;
- Ability to establish and maintain effective and harmonious working relationships with school staff, fellow employees, supervisors and the public.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pound of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions.

The physical and mental demands described above are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED

TB Test Clearance; Criminal Justice Fingerprint Clearance; Possession of a valid, appropriate California Driver's License, valid EPA CFC Universal Refrigerant Recycling Certification.

Range: 41

Revised: 4/10/14; 3/19/15; 7/5/16

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
