



## Job Description

# Heating Ventilation Air Conditioning and Refrigeration Assistant

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### GENERAL SUMMARY

The HVAC-R Assistant maintains school buildings in top condition to ensure full and productive use of district facilities. He/she is responsible for assisting in the maintenance and repair of district facilities heating, ventilation, cooling and refrigeration equipment. To accomplish these tasks the HVAC-R Assistant must work closely with the staff and administration of Central Valley School District.

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### ESSENTIAL JOB FUNCTIONS

1. Perform inspections, minor repairs, routine maintenance, preventive maintenance, and calibration of various types of equipment and systems including; HVAC equipment air handling units, roof top units, cabinet heaters, thermostats, evaporative coolers, chillers, steam boilers, piping, control systems (pneumatic and digital) and air compressors.
2. Assist in purging systems; recharge units as necessary, perform adjustments and repairs on refrigeration, heating and ventilating units, air conditioning equipment, chillers, pneumatic control systems and other devices.
3. Rebuilds pressure and temperature safety valves and water pumps; checks and replaces thermocouples and pilot generators; cleans and adjusts pilots.
4. Assist in developing and implementing the District Energy Management Plan.
5. Assist with maintaining and adjusting Direct Digital Control (DDC) and other control systems so as to maximize energy efficiency.
6. Reports any malfunction of school equipment when observed.
7. Use all hand and power tools necessary to maintain all HVAC-R systems.
8. Perform other duties as required.

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### REPORTING RELATIONSHIPS

This position reports to the Director of Facilities

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### PHYSICAL DEMANDS

Requires prolonged standing, sitting, bending, stooping, crawling and other physical exertions; required to work on ladders and roofs; required to work with high voltage electricity; requires safety awareness on construction, repair and emergency sites; may be required to return to work during off-hours for emergencies; exposed to high noise levels from machines; required to wear protective gear; required to work outdoors in inclement weather; required to lift and carry heavy supplies, materials and equipment weighing over forty (50) pounds; required to drive between sites. Takes precautions to avoid exposure to potentially dangerous conditions and fumes.

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**QUALIFICATIONS:**

1. High school diploma or GED, plus vocational or technical training in HVAC equipment repair and maintenance. Basic computer skills desired
2. Must possess excellent communication skills, with the ability to establish and maintain productive working relationships with administration, staff and the public.
3. Must have the ability to plan, organize and accomplish work on schedule.
4. Must be able to interpret and implement administrative directives.
5. Ability to carry out directions with minimum supervision.
6. Must possess a valid driver's license and acceptable driving record required.
7. Demonstrated ability to relate and work positively and effectively with a diverse group of co-workers and staff in a confidential manner.
8. Must maintain an appearance and conduct suitable for working with students, District staff and the public.
9. First Aid and CPR card preferred or training will be necessary within three months of hire date.

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**UNIT AFFILIATION**

PSE - Maintenance

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Established 3/2017