

## Heating, Ventilation and Air Conditioning (HVAC) Mechanic

### Definition

Under general supervision, performs skilled journey level work in the installation, maintenance and inspection of maintenance and repair of a variety of heating, ventilation, and air conditioning equipment (HVAC). Ensures preventative maintenance work is completed timely and properly.

### Distinguishing Characteristics

**HVAC Mechanic** –understanding of a wide variety of heating, ventilation, air conditioning (HVAC) systems and/or refrigeration systems, facility automation systems, vacuum systems, pneumatic systems, and compressed air systems.

### Supervision Received and Exercised

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### Examples Of Duties

Duties may include, but are not limited to, the following:

- Inspects, tests, maintains and repairs air conditioning units, low pressure boilers, hot air furnaces and heat pumps.
- Performs HVAC preventative maintenance and mechanic work; assigns equipment to appropriate preventative maintenance program; evaluates and recommends the preventative maintenance program for all HVAC equipment; prepares and maintains maintenance records.
- Services and maintains valves, fans, compressors, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, and pipes; cuts, bends, and joins tubing and pipes.
- Inspects, cleans, disassembles, repairs, maintains and services heating, refrigeration, air conditioning, and air circulating equipment and systems; cleans and replaces air screens.
- Works from diagrams, blueprints, layouts, work orders, verbal instructions, or other specifications to install, troubleshoot, and test HVAC systems.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Maintains a lubrication schedule on moving parts.
- Replaces and adjusts thermostats, changes filters and belts.
- Makes scheduled inspections of refrigerators and freezers; performs necessary lubrication, cleaning, minor adjustments and repair.
- Serves as a technical specialist and assists with the operation, maintenance and future expansion of district building automation systems.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

**Salary Grade:** 66

**EEO Category:** *Service/Maintenance*

**Represented Status:** *PEU Local 1*

**Effective Date:** 12/14/23

## Heating, Ventilation and Air Conditioning (HVAC) Mechanic

- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs related duties as assigned.

### Minimum Qualifications

Knowledge of:

- Tools, equipment and procedures used in the maintenance and repair of air conditioning, heating, refrigeration, ventilating, and mechanical equipment.
- Operation of Direct Digital Control systems (DDC), Andover, and ALC System.
- Basic principles of electrical system design.
- Use and maintenance of a variety of power and hand tools.
- Modern software applications (Microsoft Office Suite, etc.).
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safe work practices.

Skill/Ability to:

- Inspect, maintain and repair electrical, air conditioning, heating, refrigeration, ventilating and other mechanical equipment.
- Perform mechanical maintenance and repair on motors and pumps.
- Work effectively without immediate supervision.
- Understand and carry out oral and written instructions.
- Read and interpret blueprints and schematics.
- Maintain accurate logs and basic written records of work performed.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Perform chiller and cooling tower maintenance and repair.
- Travel to and from any district college and/or facility.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**Heating, Ventilation and Air Conditioning (HVAC) Mechanic**

**Education/Experience**

- Possession of a high school diploma/GED or the equivalent.
- Two (2) years journey-level experience in performing skilled repair and maintenance.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of a valid refrigerant handling certificate.

Adopted: 12/14/23