

Position: HVAC Specialist	Salary Grade: 22
Department: M&O	FLSA: Non-exempt

Summary

Under direction of the M & O Director, performs journey level HVAC work installing, modifying, maintaining, repairing and overhauling district heating, refrigerated equipment, environmental, air conditioning, and all auxiliary systems at district facilities. Incumbents perform skilled heating, air conditioning, ventilation, controls, water treatment, and auxiliary equipment services.

Essential Duties and Responsibilities

- Performs some or all of the following:
- Incumbents inspect and examine heating/refrigeration and air-conditioning, chillers, boilers, air compressors, heat exchangers, and all auxiliary equipment to locate defects in operations.
 - Disassembles units and restore to operating condition.
 - Repair or replace condensers, compressors, pumps, valves, motors, bearings, belts and other parts.
 - Recycle and charge refrigerants as required.
 - Perform preventive maintenance on cooling towers and evaporative condensers.
 - Inspect and test refrigeration systems, safety devices, and controls for efficiency of operation and compliance with safety practices, laws and regulations.
 - Troubleshoot and take necessary corrective action for major malfunctions and breakdowns of heating/refrigeration and air-conditioning systems, pumps, air handlers, chillers, fans, ducts, dampers and grills.
 - Install, repair and maintain major heating/refrigeration and air conditioning units, coils, fans, subsystems and components parts.
 - Perform welding and soldering as needed.
 - Read and interpret blueprints, shop drawings and technical manuals.
 - May train and guide the work of student workers assisting with maintenance.
 - Performs other duties as required to accomplish the objectives of the position.

Qualifications

▪ **Knowledge and Skills**

Requires in-depth working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in HVAC. Incumbent may order parts and supplies as needed; perform related work on all related and auxiliary HVAC systems and components; may direct work of others on assigned projects; inspect equipment, building, utility systems or other facilities needing heating and cooling work; repair and adjust pneumatic controls, lines and fittings, change filters and belts, lubricate and oil equipment according to manufacturer’s specifications and industry standards, perform weekly, monthly, and annual preventive maintenance on boilers, chillers, towers, and all relative equipment ; maintain logs and records of equipment operations, repairs, preventive maintenance, EPA required records on refrigerants; perform safety tests on

equipment as required, maintain proper water treatment/chemistry in all systems; perform daily inspections of mechanical spaces; estimate time, material and cost involved for major equipment repairs, change-outs, and system upgrades; develop and maintain preventive maintenance reports; understand and operate computer based energy management system (EMS); perform related duties as assigned. Must be thoroughly familiar with safety orders of the California OSHA related to area of specialty. Requires sufficient communications skills to convey information to co-workers and contractors.

- **Abilities**

Requires the ability to perform the essential duties in the area of HVAC at the journey level with minimal supervision. Must be able to use and operate all of the tools, equipment, and vehicles used during routine performance of duties. Must be able to maintain all of the tools and equipment used during routine performance of duties. Requires the ability to organize and guide others in projects within the incumbent's area of specialization. Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization. Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties. Requires the ability to work variable schedules and travel to all College sites to complete projects and support special events.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. May require the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires a high school diploma or equivalent plus specialized training in HVAC, an associate's degree or higher in HVAC or a related field is preferred. Requires a minimum of 5 years of experience at the journey level in HVAC servicing. Preferably at a higher educational institution or a large business with a multi-building campus.

- **Licenses and Certificates**

Requires a valid Driver's License and EPA Universal refrigerant certification.

- **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials in elevated locations.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.