

**LA HABRA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**HVAC TECHNICIAN**

**Definition**

Under the direction of the Director of Construction, Maintenance, Operations & Facilities or designee, perform advanced level work to maintain, troubleshoot, repair, balance and perform analysis on all types of heating, ventilation, air conditioning and refrigeration (HVACR) equipment systems, designs and applications. Program automated controls system. Plan, estimate and commission new installation or renovations of HVAC equipment. Perform installation, repair, assembly and maintenance of water, sewage, drainage, air, gas and vacuum systems and related equipment and facilities. Assist other skilled trades; and ensure that tools and materials are available at job site.

**Essential Duties**

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 this classification.

- Coordinate with school personnel at job sites, supervisor and/or other maintenance personnel (e.g. create work orders, as part of a team on larger projects, etc.) for the purpose of completing projects and work orders efficiently in support of the education process.
- Diagnose and repair problems and/or failures in District air conditioning, heating, ventilating and refrigeration equipment
- Fabricate equipment parts (e.g. duct work, chassis covers, etc.) for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Inform personnel regarding status of work orders (e.g. supervisory staff, other maintenance workers, district staff, etc.) for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Install heating, air conditioning, and ventilating equipment and systems (e.g. valves, exhaust fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, pipes, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Maintain tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitor heating, air conditioning, and ventilating systems and their components (e.g. gas piping, forced gas air heating units, building exhaust fans, ventilation units, switches, fuses, time clocks, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Participate in meetings, workshops, training, and seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Perform routine and preventive maintenance (e.g. filter changes, gas pipe repairs, rewiring heaters, replacing switches and other components, etc.) for the purpose of ensuring the ongoing functioning of heating, air conditioning, and ventilating systems.

- Prepare written materials (e.g. open new work orders, complete work orders with time, labor and materials information, etc.) for the purpose of documenting activities and/or conveying information.
- Request equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Respond as directed to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transport a variety of tools, equipment and supplies (e.g. filters, motors, pipes, ladders, etc.) for the purpose of ensuring the availability of materials required at job site.
- Repair a variety of appliances, heating, air conditioning, and ventilating equipment (e.g. refrigerators, washers, dryers, forced air heaters, exhaust fans, etc.) for the purpose of ensuring a comfortable learning environment.
- Perform other related work as required in the maintenance of District facilities.

### **Minimum Qualifications**

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:** Graduation from high school and two (2) years of experience as journeyman heating and air conditioning mechanic.

**Experience:** Job related experience within a specialized field is required. Experience in performing general building maintenance in any of the building maintenance trades is preferred.

### **Knowledge of:**

Methods, materials and equipment used in the maintenance and repair of heating, refrigeration and air conditioning equipment and plumbing systems; laws, ordinances and regulations regarding air conditioning, heating, refrigeration, ventilating equipment and plumbing systems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; standards for design and construction; applicable codes and regulations; and hazards and safety precautions.

### **Ability to:**

Schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

### **Skills:**

Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance on heating, air conditioning,

and ventilating equipment, including pipe fitting, sheet metal and electrical work as it pertains to heating, air conditioning, ventilation, and refrigeration repair; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

**License:** Must have and maintain a California Driver's License and be insured. A good driving record is required. A 10-year DMV printout (H-6) will be required prior to employment.  
EPA Technician Certificate

### **PHYSICAL REQUIREMENTS**

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this skilled maintenance tradesman category. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

#### **Work Environment:**

While performing the duties of this job, the employee regularly works outdoors with exposure to seasonal heat, cold and adverse weather conditions. The employee may be required to work at varying heights. The employee will work near or with moving mechanical equipment such as jackhammer, power saw, etc. The employee will regularly work around flying debris, paint, gas, fumes, dust and odors. The employee must be able to meet deadlines with severe time constraints. The employee will work with various district employees in support of handling unskilled, semi-skilled and skilled maintenance work throughout the District.

Employees are provided with individual District work vehicles and must be able to drive the District vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be very loud.

#### **Physical Demands:**

The physical demands of this position include frequent standing for extended periods of time and the use of hands and fingers to handle and to feel objects, tools, and controls with which to operate specialized equipment and tools. The employee frequently is required to reach with hands and arms to operate vibrating machinery. The employee frequently must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee continuously uses hand strength to grasp tools and climb on to ladders and scaffolding. The employee must frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently reach overhead, above the shoulders and horizontally. The employee must frequently engage in heavy labor including the ability to lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 100 lbs. such as motors, jackhammers, furniture, lumber, etc. The employee will sometimes push/pull items such as furniture, playground equipment, rolls of fencing, bags of cement, cabinets, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District facilities. Repetitive use of fingers and hands to operate a keyboard and other office equipment as needed to retrieve and complete routine work orders. The employee must be able to hear and speak to receive and exchange information.

Must pass pre-employment physical prior to first day of employment.

Salary Range: 38

Work Schedule: 1

APPROVED: July 20, 2021