SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Maintenance Foreperson - HVAC

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To plan, organize, and supervise the maintenance, repair, and installation of heating and air conditioning equipment and to perform highly skilled heating and cooling maintenance and installation work. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification train, direct, and supervise the work of others. This job class requires a high degree of technical skill in the area of heating and air conditioning equipment operation and installation.

SUPERVISOR: Director of Physical Plant

TYPICAL DUTIES:

- Plans, organizes, schedules, supervises, and performs journey level technical work related to the proper installation, operation, repair, and maintenance of the District's heating and air conditioning equipment.

- Supervises the work of HVAC technicians engaged in installation, repair, and maintenance work.

- Orders necessary equipment and supplies.

- Maintains a variety of records and logs related to service and operation of equipment.

- Maintains, installs, repairs and adjusts a variety of equipment including air conditioning units, electrical motors, pneumatic-electrical panels, control systems, compressors, heat pump systems, and commercial/domestic kitchen and laundry equipment.

- Designs, adjusts, repairs, and installs pneumatic temperature controls, lines, and related compressors as well as electrical automatic controls for unit and area fans, boilers, cooler towers, and chillers.

- Operates, maintains, and calibrates the alternate energy propane gas generation plant.
Typical Duties (continued):

- Prepares operating budget for heating and air conditioning area.
- Designs air conditioning and controls for remodel projects as needed.
- Performs all HVAC work in conformance with building and safety codes.
- Performs filter changing, greasing, and oiling of equipment, and machine room cleanup.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession Of:

- A valid and appropriate California Driver’s License.

Knowledge Of:

- Methods, procedures, equipment and tools related to commercial/industrial heating and air conditioning equipment and component installation, operation, maintenance, and repair.
- Safety rules, codes, and regulations related to HVAC equipment operation.

Ability to:

- Perform highly skilled installation, maintenance, and repair work associated with HVAC equipment and related components.
- Train, schedule, direct, and supervise the work of others.
- Safely use and operate a variety of equipment used for HVAC maintenance and repair purposes.
- Understand and carry out a variety of complex instructions in an independent manner.
- Quickly and effectively diagnose HVAC maintenance and repair problems and take appropriate action.
- Maintain accurate work logs and records.

Employment Standards (continued):
- Effectively communicate in both oral and written forms.
- Perform basic mathematical calculations.
- Effectively and safely work on ladders, scaffolding, rigging, and roofs of varying heights.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION/EXPERIENCE:

- Combination of education, training, and experience equivalent to five years experience in heating and air conditioning maintenance with experience in maintaining pneumatic and electrical controls.
- Two years college preferred.

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