SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Maintenance HVAC Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform general skilled tasks and operations involved in the maintenance, repair, and installation of the District’s heating and air conditioning equipment. Employees in this classification receive general supervision within a framework of standard policies and procedures, and may oversee and direct the work of others for specific projects as assigned. This job class requires technical knowledge and skill in heating and air conditioning equipment operation and installation as well as the ability to perform semi-skilled general maintenance operations. This job class functions at a journey level of classification.

SUPERVISOR: Director of Physical Plant

TYPICAL DUTIES:

- Performs general skilled trades work related to the maintenance, repair, and installation of heating and air conditioning equipment.

- Repairs cafeteria equipment including kitchen stoves, ovens, refrigerator units, automatic dishwasher, ice making machines, steam cookers/kettles, and other machinery.

- Adjusts and repairs all electrical and pneumatic controls relating to air conditioning and heating units.

- Maintains circulating pumps, motors and valves in mechanical rooms.

- Changes filters and unit fans as necessary to insure proper function.

- Lubricates, adjusts, and replaces, as necessary, belts and linkages on fans and motors.

- Replaces or adds freon and oil in chiller units as necessary.

- Checks and maintains fire screens and shotlinkage in air ducts.
Typical Duties (continued):

- Services domestic and commercial laundry equipment; orders parts and makes recommendations and obtains price quotes for purchase of new equipment.

- Operates and services alternate fuel-propane plant.

- Programs, troubleshoots, and repairs microprocessor-based energy management control system.

- Designs, modifies, and installs new and existing duct work.

- Repairs and maintains natural gas and water lines.

- Installs and maintains heat pumps.

- Replaces and adjusts gas regulators.

- Installs and maintains heat pumps, air lines, chiller, and compressors.

- Maintains a variety of records and logs related to the servicing, repair, and operation of HVAC equipment.

- Performs all HVAC work in conformance with building and safety codes.

- Recommends equipment purchases in related areas as required.

- Oversees and directs the work of others in a lead capacity as assigned.

- 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:

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

Ability to:

- Read and interpret blueprints, sketches, and diagrams.
- Perform skilled installation, maintenance, and repair work associated with HVAC equipment and its related components.
- Maintain accurate work logs and records.
- Understand and carry out complex instructions.
- Safety use and operate a variety of hand tools, power tools, and other equipment used for HVAC maintenance and repair purposes.
- Quickly and effectively diagnose HVAC maintenance and repair problems and take appropriate action to resolve them.
- Effectively communicate in both oral and written forms.
- Perform mathematical calculations using addition, subtraction, multiplication, and division.
- Oversee and direct the work of others in a lead capacity as assigned.
- Safely and effectively work on ladders, scaffolding, rigging, and roofs of varying heights.
- Meet the physical requirements necessary to safely and effectively perform the required duties.

EDUCATION/EXPERIENCE:

- Two years of recent electrical experience in wiring and controls, and heating and air conditioning maintenance; course work in HVAC or related field.

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