



West Valley - Mission

Community College District

CLASS SPECIFICATION

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) MECHANIC

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 67

DEFINITION

To perform maintenance, installation, and repair of heating, ventilation, and air conditioning controls and systems; to program and monitor automated energy management systems; and to assist with larger or more complex maintenance jobs.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level HVAC Mechanic class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Program, monitor, and troubleshoot building thermostats using automated energy management systems and software.

Calibrate, clean, and repair electrical and pneumatic voltage controls, thermostats, and timers.

Install and repair mechanical refrigeration and air conditioning equipment; including pumps, motors, fans, compressors, and valves.

Troubleshoot and repair low pressure boiler, gas, and electric heating systems; perform minor repairs on emergency generators.

Coordinate large or special installation and repair projects with outside contractors.

Instruct and advise users on proper operation of equipment.

Maintain appropriate maintenance records and reports.

Research and order or purchase parts necessary for HVAC repairs; research, evaluate, and make recommendations on new equipment purchases.

Attend and participate in new construction meetings to provide advice on system construction and alterations.

Meet with inspectors to ensure compliance with relevant building codes, safety regulations, and other requirements.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Tools, materials, and terminology used in installation, maintenance and repair of heating, ventilation and refrigeration systems.

Safe work practices and procedures; applicable health and safety codes.

Automated energy management systems and software.

High and low voltage electrical systems.

Basic math skills.

Ability to:

Install, maintain, and repair a wide variety of HVAC systems and equipment.

On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to repair or replace components; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret and work from sketches, drawings, plans, and blueprints.

Read manuals, parts lists, work orders, and invoices.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible skilled experience in HVAC maintenance functions.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license as required by the position.

EEO Category: Skilled Craft

Date Approved: July 1, 2017