



West Valley - Mission
Community College District

CLASS SPECIFICATION

SENIOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) MECHANIC

Classified Position (Non-Exempt Status)
Classified Operations & Support Services Salary Schedule – Range 70

DEFINITION

To perform heating, ventilation, and air conditioning system maintenance duties requiring specialized knowledge; to direct the work of crews and/or contractors on large or special projects; and to provide administrative support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Heating, Ventilation and Air Conditioning Mechanic series. Positions at this level are distinguished from other classes by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes with this series, including the performance of more complex skilled maintenance projects, and providing work direction to assigned staff on specific projects. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Facilities Maintenance, or an assigned supervisor.

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

Provide direction and training to HVAC staff assisting with assigned projects.

Perform a variety of skilled maintenance work related to the layout, installation, maintenance and repair of heating, ventilation and air conditioning systems.

Perform the most difficult work related to programming, monitoring, and troubleshooting automated energy management systems and software.

Diagnose major heating and air conditioning equipment problems and malfunctions; assess and determine assignment of repair projects to either in-house staff or outside contractors; lead major repair projects with HVAC staff; coordinate outside repair projects with vendors and contractors.

Provide assignments and training to HVAC staff working on skilled HVAC projects.

Instruct and advise users on proper operation of equipment.

Maintain records of repairs; develop time, material, and cost estimates.

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

Consult with contractors regarding new construction specifications; 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:

Principles and practices of training and work direction.

Methods, practices, materials, and equipment used in operation and repair of motorized equipment, including boilers and pumps.

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:

Perform the most complex duties related to the installation, maintenance, and repair of 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.

Provide work direction to assigned staff and effectively train staff.

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 journey experience similar to HVAC Mechanic with the West Valley-Mission Community College District.

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.

Possession of, or ability to obtain, an appropriate, valid energy management systems certification.

EEO Category: Skilled Craft

Date Approved: 07/11/2018