



**Orange County Department of Education**  
**Human Resources Department**  
**Classified Class Specification**

**Class Code: 6061**  
**Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt**  
**Union Representation: Represented**

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## **HVAC Technician**

### **GENERAL PURPOSE**

Under general supervision incumbent performs highly skilled duties and responsibilities involving installing, inspecting, repairing, and maintaining heating, ventilation, air conditioning, and refrigeration systems and equipment, and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The HVAC Technician will perform highly specialized and skilled duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Perform the full range of duties related to the installation, inspection, repair, maintenance, and servicing of heating, ventilation, air conditioning, and refrigeration equipment and systems, including condensers, evaporators, water cooling towers, motors, air handling units, furnaces, reciprocating chillers, pumps, furnaces, ducting, digital timeclock, and an energy management system.
2. Perform skilled repair on large multi-zone systems, including pneumatic control, compressors, boilers, and related equipment.
3. Adjust, repair, or replace defective parts such as electric, electronic, and pneumatic controls, thermostats, metering devices, heater controls and anticipators, pressure controls, safety valves, automatic gas valves, motor controllers, magnetic starters, combustion air blowers, switches, and relays.
4. Test systems for leaks, faults, and loss of pressure; conducts brazing; evacuate and purge refrigerants from systems; and track and recharge units with new refrigerants that are pivotal to the air conditioning systems as necessary.
5. Maintain records of refrigerant recovery and recycling in compliance with Environmental Protection Agency (EPA) regulations.
6. Cut, bind, and join to install and replace tubing and pipes; and conduct sweat welding and install non-welding fittings to various types of pipes.
7. Test systems by utilizing pressure tests, and balancing air conditioning systems; and test joints and insulate pipes pertaining to refrigeration, heating, or air conditioning systems.
8. Fabricate, repair, and install duct work and covers; and perform duct sizing as necessary.

9. Connect motors to control panels and control panels to power sources; connect and disconnect wiring from 24 single phase voltage to 480 three phase voltage; and diagnose circuit boards and work with 208/230 volts of single and three-phased power voltage.
10. Estimate labor and material costs; and maintain records of work performed and materials used.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Practices and methods used in the installation and repair of electrical HVAC mechanical systems.
2. Electrical, plumbing, refrigeration cycle, and airflow concepts in the HVAC system.
3. Materials, tools, and equipment used in the installation and repair of electrical HVAC mechanical systems.
4. Policies, procedures, regulations, and guidelines related to heating, ventilation, air conditioning, and refrigeration systems and equipment.
5. Principles and practices of sound business communication.
6. Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.

### **Ability and Skill to:**

1. Gather relevant data, analyze problems, evaluate alternatives, and make appropriate recommendations.
2. Interpret, apply, and reach sound decisions in accordance with applicable rules, policies, and department procedures.
3. Organize, set priorities, and exercise sound judgment within established guidelines.
4. Understand and carry out written and oral instructions.
5. Prepare clear and accurate records and reports.
6. Prepare and maintain accurate and complete records and files.
7. Communicate clearly and effectively, both orally and in writing.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with OCDE management, staff, contractors, vendors, suppliers, and others encountered in the course of work.
10. Demonstrate attendance sufficient to complete the duties of the position as required.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is an HVAC technical school certificate or an associate's degree; five (5) years of experience in the installation, maintenance, and repair of heating and air conditioning systems; or an equivalent combination of training and experience.

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**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

A valid EPA certificate.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces; and to lift and or move up to 50 pounds and lift up to 100 pounds with assistance.

Must pass a pre-employment physical examination related to job duties and assignments and in accordance with relevant codes and regulations.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee occasionally works in outside weather conditions, near moving mechanical parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock. The noise level in the work environment is occasionally loud.