



HVAC Technician

GENERAL PURPOSE

Under direction 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 duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs 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, and analog and digital timeclocks.
2. Performs skilled repair on large multi-zone systems, compressors, boilers, and related equipment.
3. Adjusts, repairs, or replaces 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. Tests systems for leaks, faults, and loss of pressure; evacuates and purges refrigerants from systems, recharging units as necessary.
5. Maintains records of refrigerant recovery and recycling in compliance with Environmental Protection Agency (EPA) regulations.
6. Cuts, binds, and joins to install and replace tubing and pipes.
7. Tests systems by utilizing pressure tests, and balancing air conditioning systems; tests joints and insulates pipes pertaining to refrigeration, heating, or air conditioning systems.
8. Fabricates, repairs, and installs duct work and covers.
9. Connects motors to control panels and control panels to power sources; connects and disconnects wiring from 24 single phase voltage to 480 three phase voltage.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

10. Tests for defective parts and malfunctions.
11. Maintains tools and equipment in good condition.
12. Estimates labor and material costs; maintains record of work performed and materials used.
13. Loads and unloads truck; transports, lifts, and carries tools, equipment, and supplies.
14. Attends a variety of meetings, training sessions, and seminars as required.

QUALIFICATIONS

Knowledge of:

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

Ability 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 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 Associates degree; and at least five years of progressively responsible experience in the installation, maintenance, and repair of heating and air conditioning systems; or an equivalent combination of training and experience.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to stand, walk, and sit; talk or hear, both in person or by telephone; use hands to finger, handle, or feel objects or controls and drive a vehicle; reach with hands and arms to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist, and chest level.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines; and interact with OCDE management, site administrators, staff and others 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 the 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 risk of electrical shock. The noise level in the work environment is occasionally loud.