

MAINTENANCE/HVAC**DEFINITION**

Under general direction, to perform skilled diagnostic and repair work in the maintenance of heating, refrigeration and air conditioning systems; and to do related work as required.

EXAMPLES OF DUTIES

Inspect and diagnose service repair needs of forced air and indirect heating systems, refrigeration units and air conditioning systems and equipment; service, repair, and maintain such equipment; repair and/or replace thermostats, switches, controls, valves, motors, bearings, filters, belts, fans, relays, compressors and heat exchangers; clean and adjust pilots, purge systems; recharge units; make related repairs to other electrical and mechanical equipment; requisition parts, equipment and supplies and process service repair work orders; may use forklift if OSHA training is current; and maintain clean and safe work and shop areas.

QUALIFICATIONS**Knowledge of**

Methods, tools, materials, and equipment used in the heating, ventilation, refrigeration and air conditioning trade; effective program of preventive maintenance for air conditioning, heating and refrigeration equipment; computer-controlled energy management systems and air conditioning controls; computer operation and safety and health regulations pertaining to trade.

Ability to

Diagnose defects and select the most effective and economic method of correction; work from schematics, diagrams and specifications; skillfully use and care for mechanical tools; use computers to manage HVAC systems; keep maintenance records; accurately estimate time and material costs; after appropriate training safely use machines, equipment, and tools related to job duties; understand and carry out oral and written instructions; work cooperatively with others; use district work order system; and possess and maintain Environmental Protection Agency's Universal Transition and Recovery Certificate.

Experience

Three years of experience in repairing and maintaining heating, refrigeration, ventilation and air conditioning systems.

Education

Equivalent to the completion of the twelfth grade, preferably supplemented by appropriate vocational course work.

Physical Performance Requirements

Frequent heavy lifting and maneuvering of up to 50 to 60 pounds with occasionally lifting and maneuvering of up to 100 pounds with or without assistance. Occasional standing or walking with frequent twisting, bending, stooping, crawling, climbing, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License required.

Board Approved: June 28, 1978

Revised: July 11, 1989

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