

MAINTENANCE/HVAC ASSISTANT

DEFINITION

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

EXAMPLES OF DUTIES

Service and maintain HVAC systems and equipment; repair and/or replace bearings, filters, belts and fans; make related repairs to other electrical and mechanical equipment; requisition parts, equipment and supplies and process preventive maintenance 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 operation and safety and health regulations pertaining to trade.

Ability to

Work from schematics, diagrams and specifications; after appropriate training safely use machines, equipment, and tools related to job duties; skillfully use and care for mechanical tools; keep maintenance records; use district work order system; accurately estimate time and material costs; understand and carry out oral and written instructions; work cooperatively with others.

Experience

Two years of experience maintaining heating, refrigeration, ventilation and air conditioning systems or related mechanical trades.

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.