

JOB DESCRIPTION
HVAC Technician I (Flex)
HVAC Technician II
Code Number: 38011, 38012

GENERAL PURPOSE

Under general supervision, performs a wide variety of skilled tasks in the maintenance and repair of ventilation, heating, and air conditioning units installed in the District's buildings and facilities.

DISTINGUISHING CHARACTERISTICS

HVAC Technician I is the entry level class in this series and will initially be under close supervision to learn and perform skilled duties in the installation, repair, and maintenance of ventilation, heating, and air conditioning. Incumbents will work in a technical capacity in the District's Field Services division, and will exercise considerable independent judgment in carrying out assigned tasks and responsibilities. This class is alternately staffed with HVAC Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

HVAC Technician II is the advanced journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of HVAC Technician I by the relative independence with which duties are performed and the complexity of projects.

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 the class.

Inspects air-conditioning and heating units to ensure efficient operation; performs regularly scheduled maintenance on heating and cooling units; supervises and inspects the installation of new systems.

Diagnoses mechanical and electrical malfunctions; installs, replaces, or repairs damaged equipment; calibrates thermostatic controls.

Installs new heating, ventilation and air-conditioning systems; repairs and replaces damaged or worn parts and equipment; repairs or replaces low and high pressure liquid lines.

Inspects and observes pressure of liquids and vapor with instrumentation to ensure efficient operation of units and makes necessary adjustments; inspects and services refrigeration equipment, including refrigerators, ice machines, gas packs, and heat pumps.

Maintains the chilled and hot water supply systems.

Adjusts and maintains internal electrical and electronic control systems; cleans coils and blowers and checks motors and belt tensions.

Assembles and installs metal ductwork.

Assists in planning and designing of new installation of heating and air conditioning systems.

Maintains accurate maintenance records as required by District, State, and EPA, including records of time and cost for each job completed.

Troubleshoot and maintain all forced draft as well as natural draft boilers and hot water heating systems.

Performs related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, and practices of HVAC maintenance and repair; DX, AC, evaporative cooler, and exhaust fans; HVAC controls and safety devices; electric and absorption chillers and chill water cooling system controls; lock-out tag-out procedures; appropriate MSDS sheets; tools of the trade; materials and refrigerant recovery equipment and procedures used in installing, repairing, and maintaining HVAC systems; computerized electrical circuits and systems as they relate to air-conditioning, heating, ventilation, and refrigerated cooling; sheet metal, electrical, plumbing, and carpentry.

Ability to:

Interpret building codes and regulations as they relate to HVAC; properly install refrigerant compressors; diagnose problems and make recommendations; make estimates of materials required; repair and replace damaged parts and equipment; work with 120 and 240 single phase electrical; read blueprints, floor plans, and wiring diagrams; read and interpret City, State, and EPA regulations; work independently in the absence of supervision; understand and follow oral and written directions; establish and maintain effective relationships with those encountered in the course of the work; communicate clearly and concisely, both orally and in writing.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of skilled journey-level experience in heating, air-conditioning and energy management in Direct Digital Control Systems, one of which was spent in commercial HVAC; appropriate specialized training in the skills needed in heating and air-conditioning systems repair and installation; or equivalent combination of training and experience.

A HVAC Technician I may be considered for advancement to HVAC Technician II after demonstrating proficiency to all the major duties assigned to the class.

Typically, a HVAC Technician I is expected to be capable of meeting the proficiency criteria within a 6–24 month period, depending on an individual's prior experience and progression in performing the full range of duties as described in the established performance criteria.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

Possession of an EPA Refrigerant Technician Type I and II certification at time of hire; possession of Universal EPA Refrigerant Technician certification in order to flex to the HVAC Technician II level.

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 finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop math; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public.

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 frequently works in outside weather conditions, near moving mechanical parts, and/or is exposed to wet and/or humid conditions and vibration. The employee may be required to work in high, precarious places and confined spaces such as attics, crawl ways, and roofs, and is occasionally 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.

FLSA DETERMINATION: Non-exempt.

FLEX REQUIREMENTS
HVAC Technician I (Flex)
HVAC Technician II

LENGTH OF TIME REQUIRED

A HVAC Technician I may advance or “flex” to the HVAC Technician II class after **6-24 months** of experience in the HVAC Technician I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “good” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The HVAC Technician I must also demonstrate proficiency to perform the full range of duties as described in the HVAC Technician I/II job description, and must have received Universal EPA Refrigerant Technician certification.