

**Oroville City Elementary School District
Job Description**

JOB TITLE: HVACR MAINTENANCE TECHNICIAN

SALARY LEVEL:	38	DIVISION:	Classified
DEPARTMENT:	Maintenance/Operations	LOCATION:	Warehouse
REPORTS TO:	Director of Maintenance, Operations and Facilities		
APPROVED BY:	Board of Trustees	DATE:	November 5, 2014
		REVISED:	February 3, 2016

SUMMARY: Under the direct supervision of the Director of Maintenance, Operation and Facilities, the HVAC/R maintenance technician performs a variety of skilled maintenance and repair work on air conditioners, refrigerators, freezers, walk-in freezers and refrigerators, furnaces, circulation pumps and other related equipment and systems. In addition this position maintains and repairs district buildings, equipment, and other facilities. The position requires extensive knowledge and experience in electrical and HVACR troubleshooting and repair.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform a full range of skilled mechanical maintenance work involved in the installation, repair and maintenance of air conditioners, refrigerators, freezers (stand alone and walk-in), furnaces and other related equipment.

Inspect diagnose and troubleshoot equipment, including compressors, motors, VFD drives, belts, dampers, controls, condensers and associated equipment. Repair, install, clean and replace compressors and parts, including gauges, controls, time clocks, motors, belts, fuses etc.

Service HVACR equipment: fans, compressors, and pumps; replace compressors and do other major repairs to heating, ventilation, and air conditioning units. Troubleshoot problems with HVACR equipment and make necessary repairs.

Inspect and test electrical lighting, signal, communication, power circuits and equipment. Isolate defects in wiring, switches, motors, and other electrical equipment using testing instruments such as ammeter, Ohm meter, and volt meter.

Repair, install, replace, and test electrical circuits, equipment, and appliances using hand tools

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and testing instruments to maintain lighting and equipment in the district.

Install new wiring and machinery. Read and interpret blueprints and diagrams to ascertain layout, location and specification of items to be installed. Read and interpret schematic diagrams for equipment.

Perform refrigerant recovery and reclamation.

Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics

Understand and follow oral and written instructions.

Estimate quantities of materials needed.

Keep records for equipment showing type, model, number and date of installation.

Build, repair, and install counters, cabinets, furniture, benches, partitions, floors, doors, building framework, and trim.

Clean work areas at sites and at shop; clean and maintain tools and other equipment.

Install glass in windows, doors, and partition.

Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.

Receive work orders; confer with supervisor to determine work priorities and desired finished product.

Replace damaged ceiling tile, floor tile, and wall coverings.

Prepare surfaces for painting or repainting; applies finishes to various surfaces.

Observe mechanical devices in operation and listens to their sounds to locate causes of trouble.

Dismantle devices to gain access to and remove defective parts.

Adjust functional parts of devices and control instruments.

Repair or replace defective parts. Install special functional and structural parts in devices.

Lubricate and clean parts and start devices to test their performance.

Sets up and operate lathe, drill press, grinder, and other metalworking and woodworking tools to

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make and repair parts. Operate hand and power tools necessary to perform duties.

Work safely observing the safety laws and regulations pertaining to job activities.

Initiate purchase order for parts and machines by relaying the necessary information to supervisor.

Make minor and major emergency repairs and adjustments to plumbing equipment and apparatus in school buildings.

Service district vehicles, performs minor and major repairs.

Operate heavy equipment when required; operate light trucks, trailers and other equipment to move, haul and deliver materials, load and unload materials and equipment.

Do minor and major repairs on gasoline engines and other mechanical machinery including mowers, tractors and attachments.

Do minor and major construction work on buildings, including cement work and welding.

Repair and solve mechanical problems with gas and electric appliances, ranges, water heaters, dishwashers, and refrigerators.

Do other utility work as assigned, such as moving supplies, furniture and equipment, loading unloading trucks.

Computerized Energy Management programs.

Answer emergency calls at any time and takes appropriate actions to protect and preserve property.

Monitor overall safety conditions and reports concerns to supervisor.

Perform related work, as required.

Job related and essential qualifications: knowledge of practice, methods, materials, tools and equipment used in the air conditioning and heating and repair trade at journey level.

Laws codes and regulations related pertaining to assigned area.

Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.

QUALIFICATION REQUIREMENTS: Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities. Typically this would be:

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Four years of air conditioning, heating and related building maintenance trade experience. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by completion of a formal apprenticeship program. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma (preferred) or general education degree (GED); four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to public, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations. Ability to evaluate job priorities as varying conditions arise at the work site.

CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver's License (required by the first day of service)

California Department of Motor Vehicles printout of the employee's driving record required
Forklift certificate

Certificates and licenses may be required which tie directly to the essential duties and responsibilities of the position. (i.e., Refrigeration Certificate)

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Candidates will be required to take a Pre-placement Physical Examination and Functional

Capacity Pre-placement Screening prior to being offered employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; and talk or

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hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell.

The employee must regularly lift and/or move up to 60 pounds to a height of six feet, frequently lift and/or move up to 75 pounds to a height of three feet, and rarely lift and/or move up to 94 pounds to a height of three feet. However, while lifting amounts above 60 pounds, a partner should be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

OTHER SKILLS AND ABILITIES: Ability to operate forklift, rotary mower and various hand tools such as weed-eater and blower. Ability to process paperwork, such as invoices and inventory sheets. Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is moderate to loud, occasionally very loud.

COMMENTS: The position demands that a person be mentally alert and physically capable of handling heavy loads.

PCC:slc
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