

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### LEAD HEATING, VENTILATION AND AIR CONDITIONING TECHNICIAN

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#### **DEFINITION:**

Under the direction of the Supervisor-Maintenance and Construction, lead and participate in skilled work in the inspection, servicing, installation, maintenance and repair of heating, ventilation and air conditioning (HVAC) and plumbing systems for designated buildings and facilities; train and provide work direction to assigned staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead and participate in the installation, service, maintenance, inspection, and repair of various heating, air conditioning, chlorine and energy management systems, boilers, chiller systems, heat exchangers, air handlers, pumps, ventilation equipment, stoves, refrigeration equipment, air compressors and other appliances and equipment; diagnose malfunctions and determine repair needs; inspect and perform tests on systems and equipment to identify defective parts and assure proper functioning.
- Install, adjust, replace and repair various HVAC and plumbing parts such as valves, fans, motors, gaskets, filters, relays, solenoids, belts, fuses, controls, thermostats, switches, gauges, tubing, pumps and pipes; cut, bend and join tubing and pipes.
- Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.
- Adjust, repair and replace ducting and air conditioning systems; repair leaks and replenish freon as needed; service heating systems according to established guidelines; light pilots; clean out vents; inspect, maintain, operate and repair pneumatic and electrical thermostats and control systems.
- Operate and maintain specialized equipment including pumps, gauges, welding equipment, meters and a variety of hand and power tools; drive a vehicle to conduct work.
- Plan, organize and lay out assigned tasks; interpret HVAC and plumbing plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.
- Communicate with other personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintain various records related to work orders and assigned activities.
- Maintain shop and work areas in a safe, clean and orderly condition.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the HVAC trade and five years journey-level experience in the installation, maintenance and repair of HVAC systems and equipment.

##### Licenses and other Requirements

- Valid EPA Refrigerant Certificate.
- Valid California Class C driver's license.

- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

**Knowledge of:**

- Methods, procedures, equipment and materials used in the installation, maintenance and repair of heating, ventilation, air conditioning, plumbing and refrigeration systems and equipment.
- Organizational ventilation, heating and air conditioning systems.
- Health and safety regulations.
- Operation and maintenance of tools, equipment and machinery used in HVAC and plumbing maintenance and repair.
- Principles of training and providing work direction to others.
- Building codes related to the HVAC trade.
- Proper methods of storing equipment, materials and supplies.
- Principles of training and providing work direction to others.
- Shop math applicable to the building trades.
- Technical aspects of the HVAC trade.
- Pneumatic and electrical control systems.
- Oral and written communication skills.
- Record-keeping techniques.

**Ability to:**

- Troubleshoot and diagnose HVAC and plumbing device, system and equipment malfunctions.
- Work from blueprints, shop drawings, sketches, manuals and diagrams.
- Plan and lay out HVAC work.
- Operate and maintain tools, equipment and machinery used in the HVAC trade.
- Observe health and safety regulations and procedures.
- Replace defective parts and components as necessary.
- Communicate effectively both orally and in writing.
- Train and provide work direction to assigned staff.
- Work cooperatively with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Train and provide work direction to assigned staff.
- Maintain various records related to work performed.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust, dirt, oil/grease.
- Driving a vehicle to conduct work.

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

- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform HVAC functions.

- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.

Hazards:

- Working around and with machinery having moving parts.
- Hazardous chemicals.
- Working at heights.
- Electrical power supply and high voltage.
- Working in a cramped or restrictive work chamber.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 6/4/96**

**Unit Approved: 6/5/96**

**Board Approved: 7/1/96**

**FLSA Status: Non Exempt**