

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
**JOB DESCRIPTION**  
**HEATING, VENTILATION AND AIR CONDITIONING MECHANIC –**  
**MAINTENANCE**

**DEFINITION:**

Under general supervision, perform semiskilled and skilled work in the installation, repair and maintenance of heating and ventilation equipment: perform semiskilled and skilled maintenance, repair, and construction tasks pertaining to school facilities, offices, and large buildings; to assist other maintenance personnel in the performance of semiskilled and skilled functions in one or more building and maintenance trade areas; and to do other related work as required.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do the listed examples include all tasks that may be found in positions within this classification.

- Inspects, repairs, maintains and services air conditioning, refrigeration, ventilation and heating equipment, including roof and window air conditioners, fans, and heaters.
- Perform semiskilled and skilled tasks of a general nature in maintenance, repair, and construction work in the basic maintenance trades, including carpentry, painting, electrical, plumbing, heating, air conditioning, and carpet and tile installation.
- Assists in or performs the installation, repair, and maintenance of gas and water lines, and automated sprinkler systems.
- May install and replace door and window glass.
- Make electrical installations and repairs.
- May adjust, repair, and maintain electrical equipment and a variety of apparatus and devices.
- Programs, repairs and replaces thermostats.
- May replace or repair carpeting and floor tile.
- Repairs or assists in the installation, repair, and maintenance of door locks and closures.
- Prepare surfaces, mix paints and finish a variety of equipment, furniture, school, and physical structures.
- May weld metal parts together using gas and electric welding processes, and fabricates metal and sheet metal structural fixtures.
- Operates power hand tools, and equipment such as a light truck, tractors, and other related motorized equipment.
- Performs custodial and cleanup functions as required.
- Performs groundskeeping and landscape maintenance functions as required.
- Drive frequently for department business.

## QUALIFICATIONS and REQUIREMENTS:

Valid California driver's license and evidence of insurance.

Four years of experience as a skilled worker in one or more of the basic maintenance trades. Prefer experience in the electrical trade.

### Knowledge of:

Basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction functions;

Rules, regulations, and operational procedures pertaining to the repair, maintenance, and construction of school buildings, machines, and equipment;

Safe working methods and procedures.

### Skills and Ability to:

Use skillfully a variety of refrigeration and air conditioning equipment.

Use skillfully a variety of tools and equipment utilized in one or more of the basic maintenance trades;

Work from blueprints, shop drawings, and sketches;

Maintain simple records and prepare reports;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships;

Work in foundation crawl spaces and attics.

## EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skill would be:

### Education:

Equivalent to the completion of the twelfth grade, supplemented by specific training in one or more of the maintenance trades.

Possess (or willingness to obtain within six months) and maintain an EPA certificate in HVAC recovery and handling of refrigerants.

## PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and

use hand tools, and handle and work with various materials and objects are important aspects of this job.

- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.