



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION HVAC MECHANIC – MAINTENANCE

DEFINITION:

Under general supervision, the position will perform semi-skilled and skilled work in the installation, repair and maintenance of heating and ventilation equipment.

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.

- 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.
- Inspect, repair, maintain and service air conditioning, refrigeration, ventilation and heating equipment, including roof and window air conditioners, fans, and heaters.
- Install, repair, and maintain gas lines, water lines, and automated sprinkler systems.
- Make electrical installations and repairs.
- Adjust, repair, and maintain electrical equipment and a variety of apparatus and devices.
- Programs, repair, and replace thermostats as needed.
- Prepare surfaces, mix paints and finish a variety of equipment, furniture, school, and physical structures.
- Weld metal parts together using gas and electric welding processes, and fabricates metal and sheet metal structural fixtures.
- Operate power hand tools, and equipment such as a light truck, tractors, and other related motorized equipment.
- Custodial, grounds keeping, landscape maintenance, and cleanup functions as required.
- Drive frequently for department business.

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:

- Equivalent to the completion of the twelfth grade, supplemented by specific training in one or more of the maintenance trades.
- Four years of experience as a skilled worker in one or more of the basic maintenance trades. Prefer experience in the electrical trade.
- Possess (or willingness to obtain within six months) and maintain an EPA certificate in HVAC recovery and handling of refrigerants.
- Valid California driver's license and evidence of insurance.
- First Aid Certificate preferred.

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.



Tehama County Department of Education
Job Description
HVAC Mechanic

Official: WJ
Effective: 09/04/18

ABILITY TO:

- Skillfully use a variety of refrigeration and air conditioning equipment.
- Skillfully use 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.

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

- Regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls and talk or hear.
- The employee is occasionally required to sit, squat, stoop, or kneel, reach above the head and reach forward. The employee will frequently bend or twist the neck and trunk more than the average person.
- The employee continuously uses hand strength to grasp tools and climb ladders.
- The employee must frequently lift and/or move up to 75-100 pounds such as cleaning supplies, pails, and when unloading trucks.
- Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The employee regularly works outdoors.
- The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays.
- The noise level in the work environment is usually moderate.

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.

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Created: <u>August 30, 2016</u>	Revised: <u>September 4, 2018</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u><i>Noelle DeBortoli</i></u>	
Date: <u>September 4, 2018</u>	