

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: MAINTENANCE HVAC****BASIC FUNCTION:**

Under the direction of an administrator, to perform skilled work in installing, repairing, and maintaining refrigeration, heating, ventilation, and air conditioning equipment and systems.

ESSENTIAL DUTIES:

- Inspects, repairs, maintains, and services refrigeration, heating, ventilation, and air conditioning equipment and systems.
- Installs, replaces, and repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, and pipes.
- Install new HVAC units including ducting and vents; run low-voltage wiring for controls and energy management system upgrades.
- Cuts, binds, and joins to install and replace tubing and pipes.
- Test joints and insulates pipes pertaining to refrigeration, heating, or air conditioning systems.
- Interpret blueprints, plans, and schematics.
- Replace and connect HVAC unit power sources.
- Adjusts valves, thermostats, fans, and controllers.
- Perform diagnostic testing on HVAC equipment.
- Maintains inventory of frequently used parts.
- Maintains a variety of preventive maintenance records.
- Drives a service vehicle to and from work sites.

OTHER DUTIES:

Other related duties as assigned.

KNOWLEDGE/ABILITIES:

Methods, materials, tools, and equipment used in the maintenance and repair of HVAC equipment.

Building codes, policies, regulations, and guidelines related to HVAC systems.

Repair, maintain and overhaul HVAC equipment.

Proper methods of storing equipment, materials and supplies.

Technical aspects of the HVAC.

Basic mathematical concepts.

Prolonged and strenuous heavy manual labor.

Appropriate safety precautions and procedures.

Accurate record-keeping techniques.

Read and work from plans, drawings, blueprints and specifications.

Appropriate safety precautions and procedures.

Interpersonal skills using tact, patience and courtesy.

Communicate effectively both orally and in writing.

Basic computer skills.

Proper lifting techniques.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and two (2) years of journeyman level experience in HVAC trade and valid EPA certification.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos and valid EPA certification.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate specialized equipment and tools.

Hear and speak to exchange information.

See to read and perform grounds functions.

Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.

Reaching overhead, above the shoulders and horizontally.

Bend at the waist, kneel or crouch.

Climb ladders and working from heights.

Stand and walk for extended periods of time.

Exposure to chemicals, fumes, dust, dirt and oil/grease.

Work around and with machinery having moving parts.