



Trades 8 / HVAC Services

Purpose Statement

The job of Trades 8 / HVAC Services is done for the purpose/s of assessing and addressing HVAC needs of District facilities; monitoring and/or completing the installation, repair, or removal of HVAC systems in District facilities; monitoring and ensuring regulatory safety compliance for HVAC installation, repair, and maintenance in District facilities; ensuring timely completion of HVAC projects; training site personnel in proper equipment usage; monitoring, programming, and maintaining HVAC systems; supervising assigned personnel; and assisting other maintenance personnel as requested.

This job reports to Director of Maintenance

Essential Functions

- Analyzes blue prints, schematics, and drawings for existing and proposed HVAC systems for the purpose of identifying location of new and existing HVAC systems and determining the efficient installation of additional systems.
- Coordinates with administration and other trades for the purpose of completing HVAC projects/work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needed to complete HVAC projects for the purpose of ensuring timely completion of projects.
- Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, etc.) for the purpose of conforming to established guidelines.
- Informs the Director of Facilities and Maintenance and other appropriate personnel regarding procedures and/or status of work orders for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Inspects completed work (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs heating/air conditioning equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Maintains a variety of files and records (e.g. time sheets, inventory, work orders, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.
- Monitors contract work for the purpose of ensuring contract terms are fulfilled and work standards are met.
- Oversees assigned personnel and the day to day activities and operations for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of HVAC systems.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares reports and written materials related to assigned activities and personnel (e.g. records of refrigerants, daily paperwork/log, time and materials, specifications, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Recommends plans, policies, procedures and/or specific actions for the purpose of addressing department goals, objectives and work-related needs.
- Repairs heating/air conditioning systems and components and obsolete equipment for the purpose of providing comfort within facilities.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Trains assigned personnel on procedures used for HVAC equipment repair for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: guiding others; administer first aid; analyzing; budgeting and cost control; customer service; effective listening handling hazardous materials; interpersonal aptitude managing projects/programs; managing staff/performance; monitoring activities; operating equipment; planning; problem solving; recordkeeping supervision; training; use of technology.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices; codes/laws/rules/regulations/policies current and emerging technology; English grammar/punctuation/ spelling/vocabulary; health standards; material handling techniques; safety practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; decision making detail oriented; innovation; mechanical aptitude meeting schedules/deadlines; motivating others; multi-tasking; organizing; physical stamina; prioritization reliability; taking initiative; teamwork; working extended hours.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands:

significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 35% walking, and 60% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing

Pre-employment Drug Screening
Pre-employment Physical Exam

Certificates and Licenses

Certifications in refrigerants, electrical systems, computer automation and ongoing education
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 8