

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

**HVAC CREW CHIEF**

DEFINITION

To schedule, direct, and participate in the repair, alteration, modification, maintenance, and installation of heating, refrigeration, and air conditioning equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Maintenance Supervisor. Exercises functional and technical supervision over assigned maintenance staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Confers with Maintenance Supervisor regarding work to be performed on refrigeration units. Serves as a resource person in solving all District air conditioning problems and provides functional and technical supervision to lower level maintenance staff. Repairs, modifies, and installs heating, refrigeration and air conditioning compressors, receivers, condensers, water cooling towers, evaporators, filters, motors and controls, thermostats, automatic valves, hand valves, expansion valves, and capillary tubes. Tests for and repairs gas leaks. Recovers and charges new and old refrigeration and air conditioning equipment. Replaces valves, fans, motors, gaskets, filters, and belts. Uses various types of testing equipment and adjusts and installs switches, gauges, thermostats and other parts as needed. Checks and tests new equipment before installing. Inspects, disassembles, repairs, maintains, and services forced air heating, cooling, and ventilation equipment. Maintains and repairs hot water and steam boilers. Calibrates and installs transmitters, valves, thermostats, masters and submasters. Services and repairs centrifugal chillers and related hardware. Assist in problem solving on all District air conditioning equipment. Trains, assigns, and reviews work of HVAC mechanics. Maintains records for use and disposal of all types of Freon gas per state and federal environmental laws and mandates. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of the functions of air conditioning, heating and refrigeration. Knowledge of the fundamentals of electricity. Knowledge of the principles, methods, materials, and tools used in the installation, modification, maintenance, and repair of heating, refrigeration and air conditioning equipment. Ability to work from sketched, plans and specifications and diagrams. Ability to skillfully install, make repairs, maintain and modify heating, refrigeration and air conditioning equipment. Ability to schedule, supervise, and train lower level maintenance staff. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Physical Demands

- Dexterity of both 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 waist, kneeling or crouching
- Climbing ladders and working from heights
- Standing for extended periods of time
- Ability to work in inclement and very hot weather

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience: Three years of increasingly responsible heating, air conditioning and ventilation maintenance and repair experience.
- Training: Formal or informal training which provides the ability to read and write at a level necessary for job performance supplemented by specialized training in heating, air conditioning and ventilation maintenance and repair.
- License or Certificate: HVAC Certification and possession of, or ability to obtain, an appropriate, valid California driver's license.