

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED 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 the 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 assigned maintenance staff. Repairs, modifies, and installs heating, refrigeration and air conditioning compressors, receivers, condensers, water cooling towers, evaporators, filters, motors, controls, thermostats, automatic valves, hand valves, expansion valves, and capillary tubes. Tests for and repairs gas leaks. Purges and charges gas to 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 PH pneumatic transmitters, valves, thermostats, masters and submasters. Services and repairs centrifugal chillers and related hardware. Assists in problem solving on all District air conditioning equipment. Trains, assigns, and reviews work of HVAC mechanics. 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.

HVAC Crew Chief (Continued)

Knowledge and Abilities (Continued)

Ability to work from sketches, 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.

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:

Three years of increasingly responsible heating, air conditioning and ventilation maintenance and repair experience.

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

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Reviewed and Agreed to by:

Incumbent: _____ Date: