

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

HVAC MECHANIC

DEFINITION

To perform journey level maintenance duties 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.

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

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 HVAC equipment. 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 sketches, plans and specifications and diagrams. Ability to skillfully install, make repairs, maintain and modify heating, refrigeration, and air conditioning equipment. Ability to understand and follow oral and written directions. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to establish and maintain

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HVAC Mechanic (Continued)

Knowledge and Abilities (Continued)

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:

Experience:

Two 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

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

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: