



HVAC MAINTENANCE TECHNICIAN

BASIC FUNCTION

Under the direction of an assigned supervisor, the Heating, Ventilation, and Air Conditioning (HVAC) Maintenance Technician performs a variety of journey-level duties to design, construct, install, maintain, repair, and replace heating, ventilation, and air conditioning equipment, systems, controls, and related components.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are a skilled professional who performs the full range of journey-level duties involved in the installation, operation, maintenance, and repair of all aspects of HVAC systems.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Diagnose, maintain, repair, install, and replace HVAC system equipment and components including compressors, fans, condensers, pumps, motors, thermostats, controls, switches, ducts, and vents.
2. Diagnose, maintain, and repair refrigerated sealed systems, including safely and properly handling refrigerant.
3. Install electrical wiring, tubing, piping, venting and duct work related to the installation, maintenance, and repair of HVAC systems.

4. Develop, implement, and maintain a preventative maintenance schedule for HVAC and refrigeration equipment, including filter replacement, belt replacement, and component testing and replacement.
5. Inspect, diagnose, maintain and repair HVAC-related energy control systems in an effective and efficient manner.
6. Inspect HVAC equipment to ensure pilots, thermostats, controls, and other components are functioning properly; adjust as necessary. Report and or mitigate safety hazards.
7. Communicate with employees regarding HVAC equipment failures, repairs, replacements, and corresponding schedules. Assist in the design and installation of HVAC systems in new buildings and major HVAC system replacements.
8. Operate, maintain, and repair tools and equipment needed for HVAC maintenance.
9. Assist with general maintenance of electrical, plumbing, and systems maintenance related to HVAC services.
10. Maintain reports and logs. Ensure adequate materials, supplies, and equipment are stocked.
11. Perform related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Methods, practices, materials, and processes used to perform journey-level HVAC and refrigeration system diagnosis, maintenance, installation, and repair.
- HVAC and refrigeration controls and operating systems.
- Equipment and tools used in HVAC diagnosis, maintenance, and repair.
- Basic principles of electrical system design.
- Safe work practices and the use of personal protective equipment.

Skills and Abilities To:

- Perform HVAC and refrigeration systems maintenance according to established procedures and standards.
- Read and understand plans, blueprints, schematics, wiring diagrams, operating manuals, and other documents related to HVAC and refrigeration system maintenance.
- Correctly and safely operate maintenance equipment.
- Work cooperatively with others.
- Understand and follow written and oral direction.
- Work independently with minimal supervision while meeting established deadlines.

- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

High school graduation or equivalent and four (4) years of journey-level experience performing duties related to the installation, maintenance, and repair of HVAC equipment. An associate degree or certification in HVAC may substitute for up to two (2) years of experience.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program. Hold or obtain within six (6) months of employment the Environmental Protection Agency (EPA) air conditioning refrigerant recovery/recycling certification.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Duties are performed indoors and outdoors and may require travel to multiple locations. During emergencies work may be performed during evening hours or weekends. Exposure to electricity, chemicals, dust, fumes, dirt, and other contaminants are common. Exposure to elevated noise levels may occasionally occur when operating equipment and power tools.

Physical Demands:

Work is performed primarily while walking at a normal pace or standing; reaching and stretching with the arms; and grasping, holding, reaching and twisting with the hands. Lifting, moving, and carrying up to 50 pounds. Stooping, bending, kneeling, and reaching occurs regularly. Use of a ladder up to 10 feet.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to

Classification: HVAC Maintenance Technician / Range: 24 / FLSA Status: non-exempt

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perform the essential functions of this classification.

Mental Demands:

Troubleshooting and problem solving; handling stress of making repairs and restoring systems in a timely manner; dealing with irate or upset customers.