

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Assistant Supervisor, HVAC Technician / Plumber	CLASSIFICATION:	Classified Non-Management (SEIU/Operations)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0874	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	HVAC or Plumber Supervisors	BOARD APPROVAL:	12-10-09
		BOARD REVISION:	

BASIC FUNCTION:

Perform journey-level skilled heating, ventilating, air conditioning (HVAC) and plumbing work; operate, maintain, and repair HVAC, water treatment, and other mechanical systems; maintain safe and sanitary plumbing within the guidelines of the uniform plumbing code for all buildings and sites; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform journey-level skilled heating, ventilating, air conditioning (HVAC) and plumbing work; operate, maintain, and repair HVAC, water treatment, and other mechanical systems; maintain safe and sanitary plumbing within the guidelines of the uniform plumbing code for all buildings and sites. **E**

Train and provide work direction to assigned staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work; assist in planning, scheduling, and leading the day-to-day operations of assigned staff. **E**

Notify Underground Service Alert for outside utilities to be located before any underground work begins; identify and locate site utilities for contractors performing work on buildings or sites. **E**

Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established guidelines; budget management; maintain material inventories; maintain service, repair, and other records as required. **E**

Assist in establishing preventive maintenance schedules; recommend priorities of repair projects; learn to program or re-program miscellaneous energy management systems utilizing a computer; respond to after-hours emergency situations as directed. **E**

Install, maintain, repair, and service air space, heating, cooling, ventilation, compressors, condensers, evaporators, traps, circulation pumps, expansion valves, stop valves, and float valves, together with all refrigeration lines and devices used to control temperatures. **E**

Operate, maintain, and repair boilers, heaters, pumps, appurtenances, and lines used in distribution of steam and heated or processed water, pumps handling brines or secondary refrigeration liquids, together with all valves, appurtenances, and refrigerant lines used in the systems. **E**

Operate, maintain, and repair air compressors, together with distribution lines and all valves and devices for air control. **E**

Utilize soldering and brazing equipment and cutting torches to make minor repairs; use all types of pipe wrenches, electric drills, drill presses, pipe threaders, and other types of special tools and equipment used in the HVAC trade, including voltmeters and ammeters; operate a variety of inspection and specialized repair equipment including power roto-rooters, power snakes, and a variety of power and hand tools; operate a district vehicle to conduct work; lift and carry heavy objects. **E**

Operate, maintain, and repair water filters, softeners, piping, and pumps used in conjunction with water distribution and motors used to power pumps, compressors, and fans. **E**

Operate and maintain heating and control equipment for swimming pools; repair and replace plumbing related equipment in school swimming pools. **E**

Repair or replace HVAC digital controllers and all components related to the proper functioning of a direct digital control system; troubleshoot binary and analog input and output; address and program controllers and daisy chain network construction and design. **E**

Read and interpret blueprints, shop drawings, sketches, manuals, diagrams, and contract specifications; update files and plans to reflect changes in plumbing. **E**

Install, service, maintain, regulate, repair, and replace plumbing lines, fixtures, fittings, and equipment to comply with the uniform plumbing code, Americans with Disabilities Act (ADA), other requirements, and state and local guidelines. **E**

Install, repair, and test steam, hot water, tap water plumbing systems, diagnose malfunctions, and determine repair needs; repair, remove, and replace water lines, sewer lines and laterals, gas lines, gas regulators, hot water heaters, supply and return of hot water boilers, vacuum and supply pumps, drinking fountains, faucets, toilets, and other equipment and systems. **E**

Install, repair, and maintain irrigation systems to include pumps and clocks; hook up water mains; install, maintain, and perform annual certification of all reduced pressure backflow assemblies; install, maintain, and service air compressors and all fire sprinkler system. **E**

Maintain and service gas mains, water lines, sanitary sewers, storm drains, down spouts, and pipes; clean and clear cafeteria grease traps in compliance with Environmental Protection Agency (EPA) standards. **E**

Identify and locate site utilities for contractors performing work on buildings or sites. **E**

Perform duties wearing appropriate protective clothing, approved respirator, and other equipment when necessary. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and five-year HVAC and Refrigeration or four-year Plumber apprenticeship program or equivalent. Five years of journey-level HVAC and Refrigeration or Plumber experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license; provide personal automobile and proof of insurance; employee entrance evaluation (lifting test); valid EPA Universal Refrigeration Recycling certification. Physical exam for wearing a respirator. Attend asbestos awareness training within six months of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, and equipment used in the maintenance and repair of ventilation and heating equipment and plumbing.

Principles of training and providing work direction.

HVAC, boiler, uniform plumbing codes, policies, regulations, and guidelines pertaining to a typical school.

Americans with Disability Act.

Boilers, boiler controls, electrical and air thermostats, pumps, domestic hot water supply systems, and water treatment and control of boilers.

Refrigeration cycle and operation, and the maintenance and repair of components of refrigeration systems.

Water supply systems of swimming pools.

Electrical, mechanical, and plumbing codes.

Soldering of compressors, components, and fittings.

Appropriate sections of the federal Clean Air Act and related EPA regulations and standards.

Operation of a computer and related software.

Basic record-keeping techniques.

Safe working methods and procedures.
Proper use of refrigerant recovery equipment, and safe disposal of refrigerant containers.
Health and safety regulations, standards, and OSHA codes.
Technical aspects of field of specialty.

ABILITY TO:

Perform the basic function of the position.
Read and interpret blueprints, shop drawings, sketches, manuals, diagrams, and contract specifications.
Understand digital control structure and architecture.
Learn to program or re-program miscellaneous energy management systems.
Operate a computer and related software.
Maintain records, and prepare complete and concise reports.
Inspect facilities for maintenance and repair needs within the HVAC parameter and be aware of fire, safety, and health hazards.
Utilize soldering and brazing equipment and cutting torches to make minor repairs.
Use all types of pipe wrenches, electric drills, drill presses, pipe threaders, and other types of special tools and equipment used in the HVAC trade, including voltmeters and ammeters.
Operate equipment such as power roto-rooters, power snakes, and a variety of power and hand tools.
Diagnose malfunctions and determine repair needs.
Understand and follow oral and written directions.
Communicate effectively, and work cooperatively with others.
Prepare and maintain service and repair records.
Work independently with minimal supervision.
Work efficiently to meet schedules and timelines.
Operate a vehicle, and observe legal and defensive driving practices.
Lift and carry heavy objects according to safety regulations.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor work environment; work in cramped or confined space; drive a district vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Lift, carry, and move heavy objects; ascend and descend ladders, ramps, scaffolding, and stairs; tolerate heights and enclosed spaces; walk and stand for extended periods of time; bend at the waist; stoop, kneel, crawl, or crouch for extended periods of time; reach overhead, above the shoulders, and horizontally; hear and speak to exchange information; dexterity of hands and fingers to operate hand tools and specialized equipment; see to perform work.

SAMPLE HAZARDS:

Electrical power supply and high voltage; work in a cramped or restrictive work chamber; exposure to vapors and fumes; subject to noise from air conditioning and refrigeration equipment; exposure to fiberglass, asbestos, chlorine, acids, hepatitis, and other hazardous materials; cuts and burns from welding or refrigerant equipment use; metal, fiberglass, glass, and wood splinters; exposure to extreme heat and cold.

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Jonathan P. Raymond, Superintendent

Date