SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	HVAC Technician	**CLASSIFICATION:**	Classified Non-Management (SEIU/Operations)
SERIES:	None	**FLSA:**	Non-Exempt
JOB CLASS CODE:	0999	**WORK YEAR:**	12 Months
DEPARTMENT:	Facilities Maintenance	**SALARY:**	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	**BOARD APPROVAL:** **HR REVISION:**	07-30-09 04-27-12

BASIC FUNCTION:

Perform journey-level skilled work to operate, maintain, and repair heating, ventilating, air conditioning (HVAC), water treatment, and other mechanical systems.

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.)

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 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. **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**

Program or reprogram miscellaneous energy management systems utilizing a computer. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and five-year HVAC and Refrigeration apprenticeship program. Five years of journey-level HVAC and Refrigeration 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. 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.
HVAC and boiler codes, policies, regulations, and guidelines pertaining to a typical school.
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.
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.
Work from blueprints, shop drawings, sketches, manuals, and diagrams.
Understand digital control structure and architecture.
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.
Understand and follow oral and written directions.
Communicate effectively 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.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Lift and carry heavy objects according to safety regulations.
Work cooperatively with others.
Maintain work pace appropriate to given workload.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:
Indoor and outdoor work environment; drive a vehicle to conduct work; work in confined spaces.

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, crawl, or crouch; 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.

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; burns from welding or refrigerant; exposure to extreme heat and cold.

(Former Title: Plumber--HVAC Shop only)