

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: HVAC MECHANIC

#### BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, perform skilled work in the installation, repair and maintenance of heating, ventilation and air conditioning equipment and systems; determine and schedule preventive maintenance schedule.

#### REPRESENTATIVE DUTIES:

Install, diagnose, inspect, repair, maintain and service a wide variety of heating, ventilation and air conditioning equipment and systems. **E**

Repair and maintain low-pressure hot water systems, gas wall heaters, ventilation units and air conditioning units. **E**

Determine and schedule preventive maintenance schedule and perform preventive maintenance. **E**

Replace fans, belts, motors, gaskets, filters, and compressors; lubricate parts. **E**

Adjust and install switches, gauges, thermostats, valves, tubing transformers, pressure regulators, controllers, and other parts as needed. **E**

Descale tubing; cut and thread pipe; make pipe and electrical connections. **E**

Add refrigerants and oil; test for defective parts; make electrical repairs related to air conditioning, heating and ventilation equipment. **E**

Determine requirements for parts, materials, supplies, tools and equipment; establish cost of repairs and equipment replacement; check and test new equipment. **E**

Operate specialized machinery, equipment and tools utilized in the repair and maintenance of heating, ventilation and air conditioning. **E**

Maintain tools, equipment and supplies in a safe and orderly condition. **E**

Maintain routine records and purchase parts as necessary.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Standard practices of the HVAC trade.

Theory of HVAC systems.

Materials, methods and tools used in the operation and repair of HVAC systems.

Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC.

Air compressors and pneumatic controls.

Manual and electrical tools and equipment applicable to the HVAC trade.

Welding and soldering techniques.

Health and safety regulations.

Basic record-keeping techniques.

Proper methods of storing equipment, materials and supplies.

##### ABILITY TO:

Perform skilled mechanical maintenance duties in the inspection, repair, maintenance and alteration of District heating, ventilation and air conditioning systems and related equipment.

Calibrate systems.

Perform preventive maintenance and routine servicing of equipment.

Diagnose defects and install, repair and maintain heating, ventilating and air-conditioning units.

Interpret and work from plans, diagrams, and specifications.

Follow oral and written instructions.

Operate specialized machinery, equipment and tools utilized in the repair, and maintenance of heating, ventilation and air conditioning.

Read and work from blueprints, shop drawings and sketches.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work cooperatively with others.

Work independently with little direction.

Meet schedules and time lines.

Maintain routine records.

Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years journey-level experience in the HVAC trade.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment. Asbestos Containing Building Materials (ACBM) training.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; subject to driving to conduct work.

**PHYSICAL ABILITIES:**

Climbing and working at heights, walking and standing for extended periods of time, lifting, bending, pushing, and moving objects weighing up to 75 pounds, and hearing and speaking to exchange information.

**HAZARDS:**

Working at heights from ladders and scaffolding.