

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Maintenance Heating, Air Conditioning and Refrigeration Specialist

DEFINITION

Under the general supervision of the Director of Maintenance and Operations, to do skilled HVAC and refrigeration work. Installation and maintenance of heating, air conditioning and ventilating equipment in all district buildings. Service and repair of refrigeration equipment to include refrigerators, ice machines, and freezers and to do a variety of construction, maintenance, and special projects work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Inspects, repairs, installs, services and maintains HVAC motors, control equipment, and components related to heating, air conditioning, ventilation, and refrigeration units for proper operations
- Prepares and adheres to a schedule of periodic HVAC system inspections and preventive maintenance
- Assists other district personnel with construction and maintenance projects such as plumbing, electrical, carpentry, and roofing
- Establishes and carries out HVAC system inspections and preventive maintenance
- Checks malfunctioning units to determine causes of malfunction, and replaces components or contacts manufacturer if malfunction is covered under a service agreement or warranty
- Installs, inspects, troubleshoots and performs necessary repair work on district building components
- Works with district personnel or others on special projects such as relocating staff, graduations and special events
- Keeps records, orders supplies and equipment as necessary
- May coordinate and review the work of an assistant

REQUIRED QUALIFICATIONS

ABILITY TO:

- Follow oral and written directions, read and write at a level sufficient to fulfill the duties to be performed for the position described
- Perform skilled HVAC and refrigeration work
- Work from blueprints, sketches, plans and specifications
- Operate and use the tools and equipment commonly employed in the HVAC and Maintenance trades
- Review blueprints, plans and specifications
- Maintain cooperative working relationships with those contacted in the course of work
- Use a computer with such programs as Microsoft Word and Exel

EXPERIENCE:

- At least two years experience as a journeyman HVAC Technician

EDUCATION/LICENSES:

- High school or equivalent
- Possession of a valid California driver's license
- Possession of appropriate certificates and/or license to handle refrigerants

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing: 45 Walking: 45 Sitting: 10

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs): 50 Lifting: 3 Bending: 4

Pushing and/or Pulling Loads: 3 Reaching Overhead: 3 Kneeling or Squatting: 3

Climbing Stairs: 1 Climbing Ladders: 4

Revised: April 17, 2017

Approved: 9/4/18