

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: HVAC MECHANIC

BASIC FUNCTION:

Under the direction of the Trades Supervisor, perform skilled mechanical and electrical work in the repair, inspection, servicing, installation and alteration of District heating, ventilating, refrigeration and air conditioning systems and related equipment and facilities; performs plumbing duties as necessary to stabilize an emergency situation.

REPRESENTATIVE DUTIES:

Install, service, maintain, regulate and repair HVAC equipment; including heating, ventilation, air conditioning and refrigeration equipment such as steam and hot water boilers, forced air converter units and pumps.

Repair or replace compressors, charge units, control, thermostats, pumps, water pressure regulators and other parts and systems; inspect, clean and replace filters as necessary.

Check and adjust temperatures of air conditioning equipment, furnaces, boilers and thermostats.

Clean, repair and replace worn parts of ventilator fans and hoods.

Diagnose mechanical and electrical problems; repair or replace defective parts in units and equipment and controls.

Perform plumbing duties necessary to stabilize an emergency situation.

Install, repair, service and maintain electrical and gas kitchen equipment such as ovens and grills.

Operate a variety of equipment and machinery such as various meters and testing devices, pressure gauges, vacuum pumps, welding equipment and hand tools.

Perform brazing, soldering and welding as necessary.

Repair, maintain, diagnose and troubleshoot microprocessor boards and electronic devices (E.M.S.) Energy Management Systems.

Secure parts and materials necessary for repair or maintenance of HVAC equipment and systems as directed by supervisor.

Work from sketches, plans, drawings, blueprints, specifications and electrical schematics.

Maintain routine records related to maintenance and repair activities.

Maintain and develop with the Trade Supervisor a preventive maintenance program for District heating, ventilation, air conditioning and refrigeration equipment and systems.

Observe and comply with applicable federal, State and local building, health and safety codes and regulations.

Operate a District vehicle to conduct work.

Provide work direction and guidance to assigned maintenance personnel as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, equipment and materials used in the HVAC trade.

Methods of basic plumbing skills.

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

Welding and soldering techniques.

Health and safety regulations.

Applicable laws, codes and regulations.

Basic record-keeping techniques.

Technical aspects of field of specialty.

Proper methods of storing equipment, materials and supplies.

ABILITY TO:

Perform journey-level work in the installation, maintenance and repair of HVAC equipment and systems.

Operate specialized machinery and equipment utilized in the HVAC trade.

Diagnose malfunctions and determine repair needs.

- Install, repair and maintain electric and gas kitchen equipment.
- Work from blueprints and electrical schematics.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Plan and organize work.
- Maintain routine records.
- Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.
- Move objects weighing over 80 pounds using safe and proper methods and/or equipment.
- Observe legal and defensive driving practices.
- Work cooperatively and effectively with others.
- Complete assignments in an efficient and timely manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate journey-level skills in the HVAC trade; two years journey-level experience is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to heavy lifting, climbing, fumes and electrical systems of varying voltages.