

Sweetwater Union High School District

HVAC & REFRIGERATION TECHNICIAN

Purpose Statement

The job of HVAC & Refrigeration Technician is done for the purpose/s of maintaining heating/air conditioning systems; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and assisting other skilled trades as required.

Essential Functions

- Installs heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.
- Inspects systems and their components (e.g. air conditioning, heating and refrigeration units, building exhaust fans, ventilation units, etc.) for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Diagnoses problems and/or failures in heating/air conditioning / refrigeration systems for the purpose of identifying equipment and/or systems repair and replacement needs.
- Performs routine and preventive maintenance as needed and/or assigned for the purpose of ensuring the ongoing functioning of HVAC and refrigeration systems.
- Cleans air conditioning and heating units (e.g. coils, condensation pans, drain lines, cooling towers, etc.) for the purpose of ensuring units are operating correctly.
- Prepares documentation (e.g. records of refrigerants, paperwork, logs, time and materials, specifications, etc.) for the purpose of providing written support in compliance with regulations and/or conveying information.
- Repairs various items, systems and/or components for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Assists other trades personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Essential Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the installation , repair and maintenance on HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: indoor air monitoring equipment; standards for design and construction; air conditioning and heating codes; and hazards and safety precautions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 35% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Education/Experience

Any combination equivalent to High School diploma, supplemented by approved apprenticeship program in HVAC and refrigeration repair, and three years of responsible experience in the repair and maintenance of heavy and light equipment, including one year of journey-level experience.

Required Testing

Pre-employment Proficiency Test

Certificates

EPA Refrigerant Certification
Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224