

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: B
SALARY RANGE: 76

CLASS TITLE: LEAD AIR CONDITIONING AND HEATING MECHANIC

BASIC FUNCTION:

Under the direction of the Assistant Director of Facilities, lead and participate in a variety of skilled work in the repair and maintenance of heating, ventilation and air conditioning (HVAC) equipment; train and provide work direction and guidance to HVAC staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of skilled work in the repair and maintenance of heating, ventilation and air conditioning (HVAC) equipment; inspect and perform tests on systems and equipment to identify defective parts and assure proper functioning.

Train and provide work direction and guidance to assigned staff; assign and inspect the work of HVAC staff and assure compliance with established guidelines and schedules.

Work from diagrams, blueprints, layouts, work orders, verbal instructions or other specification to install and test HVAC equipment.

Inspect, disassemble, repair, maintain, and service various types of refrigeration and air conditioning equipment and systems, including, valves, fans, compressors, motors, gaskets, filters, fuses, tubing, controls, and thermostats. Performs similar work on hot water, and forced air systems.

Adjust, repair and replace ducting and air conditioning systems; service heating systems according to established guidelines; light pilots; clean out vents; inspect, maintain, operate and repair thermostats and control systems.

Operate and maintain specialized equipment including pumps, gauges, welding equipment, meters and a variety of hand and power tools; drive a vehicle to conduct work.

Monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment according to established procedures.

Communicate with other personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to work orders and assigned activities.

Maintain shop and work areas in a safe, clean and orderly condition.

5-28-14

Approved by CSEA 651

OTHER DUTIES:

Assists other tradesmen by performing unskilled, semi-skilled, and skilled duties in other maintenance trades areas, as required

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, equipment and materials used in the installation, maintenance and repair of heating, ventilation, air conditioning, refrigeration and equipment.

Principles of training and providing work direction and guidance to others.

Pipe fitting, sheet metal work and electrical work as it pertains to HVAC and steam pressure systems repairs.

Basic knowledge of District policies and procedures

Operation and maintenance of tools, equipment and machinery used in HVAC maintenance and repair.

Building codes related to the HVAC & R trade.

Proper methods of storing equipment, materials and supplies.

Shop math applicable to the building trades.

Technical aspects of the HVAC trade.

Oral and written communication skills.

Record-keeping techniques.

Health and safety regulations.

ABILITY TO:

Perform skilled work in the inspection, servicing, maintenance and repair of heating, ventilation, air conditioning, refrigeration for designated buildings and facilities.

Operate and maintain tools, equipment and machinery used in the HVAC trade.

Train and provide work direction and guidance to others.

Troubleshoot and diagnose HVAC device, system and equipment malfunctions.

Work from blueprints, shop drawings, sketches, manuals and diagrams.

Plan and lay out repair work, including estimating labor and materials costs.

Perform basic mathematical calculations

Observe health and safety regulations and procedures.

Replace defective parts and components as necessary.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Work independently.

Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in the HVAC trade and three years journey-level experience in the

maintenance and repair of HVAC systems and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Section 608 Universal HVAC refrigerant recycling certification

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.

Hearing and speaking to exchange information.

Seeing to read blueprints or schematics and perform HVAC functions.

Lifting, carrying, pushing or pulling heavy objects weighing 50 lbs or more as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Hazardous chemicals.

Working at heights.

Electrical power supply.

Working in a cramped or restrictive work chamber.