

January 7, 2025

### MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)



Classified



Confidential



Administrative



Temp Special Projects Administrator (see [AP 7135](#))



Out-of-Class Assignment

A

Position: Lead HVAC Mechanic

FTE (%): 100

Division: Administrative Services

Department: Facilities, Maintenance & Operations

Term (month/year): 12 months/yr

Salary Schedule (Range): 76

Work Schedule (Days, Hours): Mon-Fri 6:00 am - 2:30 pm

B

**Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**

Incumbent name: John Peterson

Last date of employment: 07/01/2024

Reason for vacancy: Other

**Newly or Previously Budgeted Position - Never Filled**

Fiscal Year Budget Approved: \_\_\_\_\_ Budget Source (e.g., NRA, Grant Name): \_\_\_\_\_

**Out-of-Class Assignment Reason** ☐ Incumbent on Leave ☐ Vacancy ☒ Back-Fill

C

**Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**

See attached

**Area Vice President Initials:** MR

D

**Budget information to fund this position:**

Account Number: 11000-621200-212000-651000-2100

Amount: 100 % \$ 116,104

Account Number: \_\_\_\_\_

Amount: \_\_\_\_\_ % \$ \_\_\_\_\_

Fund (check all that apply): ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary

☐ Annual renewal of this position is contingent upon the College's receipt of continued funding.

Duration (grant/temporary funded): Beginning date: ASAP

End date: 06/30/2025

Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):

**Fiscal Use Only:** ☐ Funding available ☐ Funding not available | Position # \_\_\_\_\_ Contract # \_\_\_\_\_

E

**Signatures - print/sign/date (to be completed in numerical order):**

1. Requesting Manager: Daniel Madrigal DAM Oct 2, 2024

2. Division Vice President: Morris Rodrigue MR Oct 7, 2024

3. Applicable Human Resources Manager: Stacy Manfredi

4. Chief Compliance/Budget Officer: Rosa Royce

5. Vice President, Human Resources: Recommend to fill ☒ Yes ☐ No (see attached rationale) 60khahong 1/6/2025  
Initial Date

**Reviewed by the President's Cabinet, the following action was taken on the above request:**

☐ Approved to fill immediately ☐ Approved to fill (enter date) \_\_\_\_\_ ☐ Denied

6. President/CEO: Dr. Martha Garcia

## EZ Salary Projection FY 2024-25 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	76
Enter months of employment	12
Enter FTE percentage	100.00%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$116,104</b>

*For Salary Ranges, please refer to the Human Resources*

*Website/Salary Schedules:*

<http://www.mtsac.edu/hr/salary-schedule.html>

*For questions, contact Christine Lam at Ext. 5428 or [clam@mtsac.edu](mailto:clam@mtsac.edu)*

Revised 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)

## **LEAD HVAC MECHANIC**

### **DEFINITION**

Under general supervision, leads, trains, oversees, and participates in the work of heating, ventilation and air conditioning (HVAC) staff responsible for performing the installation, maintenance, and repair of HVAC systems and fixtures; provides technical assistance to the Assistant Director, Facilities Planning and Management.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Director, Facilities Planning & Management. Exercises technical and functional supervision over and provides training to assigned HVAC staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the HVAC class series and is responsible for performing installation, maintenance and repairs on HVAC systems, as well as the most complex duties, to ensure that all District building, facilities, and systems are maintained in a safe and effective working condition and provide the highest level of safety for District and public use. Incumbents in this class may also assist other trades on an as needed basis. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Provides lead direction, training, work review and evaluation to assigned HVAC staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, disciplinary matters, and other personnel decisions.
- Trains staff in the proper use of HVAC equipment, systems and supplies; maintains equipment and supplies in good working condition.
- Plans, organizes, and lays out assigned tasks; interprets HVAC plans, diagrams, blue prints, sketches, and specifications; works from verbal and written instructions and work orders to install and test HVAC systems or equipment.
- Estimates labor, material, and equipment needed for assigned HVAC projects; monitors inventory levels of HVAC materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Secures price quotations for supplies and repairs, including multiple quotes as necessary per District guidelines.
- Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the Assistant Director.
- Oversees outside contractors performing HVAC maintenance and repair services to ensure completeness and accuracy.
- Performs skilled HVAC work, including the installation and repair of general HVAC systems and equipment; inspects and performs tests on systems and equipment to identify defective parts and ensures proper functioning.
- Inspects, disassembles, repairs, maintains, and services 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.

- Works from diagrams, blueprints, layouts, work orders, verbal instructions or other specification to install and test HVAC systems or equipment.
- Adjusts, repairs and replaces ducting and air conditioning systems; services heating systems according to established guidelines; lights pilots; cleans out vents; inspects, maintains, operates and repairs thermostats and control systems.
- Operates and maintains specialized equipment, including pumps, gauges, welding equipment, meters and a variety of hand and power tools.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Records and maintains labor and material records.
- Provides recommendations regarding needed parts and suppliers.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Assists other District employees with various projects including carpentry, plumbing, electrical, locksmith, painting, and other trades.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of District HVAC systems and fixtures, including applicable HVAC codes
- Safe application, operation, and maintenance of tools and equipment used in the HVAC trade.
- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

- Plan and oversee activities of HVAC personnel.
- Inspect the work of assigned staff and maintain established quality control standards.
- Train assigned staff in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Perform a variety of complex technical tasks in the installation, repair, and maintenance of District HVAC fixtures and systems.
- Perform basic preventative maintenance of equipment and tools.
- Skillfully and safely operate a variety of equipment such as boom truck or boom lift, scissors lift aerial lift, fork lift and power and hand tools used in the HVAC field.

- Troubleshoot HVAC problems and determine materials and supplies required for repairs and projects; recommend purchases.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.
- Operate a truck and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of experience in journeyman level HVAC maintenance and repair work.

**Licenses and Certifications:**

- Possession of and ability to maintain a valid California Driver's License.
- Possession of an Environmental Protection Agency (EPA) Universal Refrigerant Certification #608.
- A certification as a qualified journey level HVAC mechanic from an approved institution is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in and around District buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.