

JOB DESCRIPTION
San Leandro Unified School District

Building Maintenance Mechanic - HVAC Tech

Purpose Statement

The job of Building Maintenance Mechanic - HVAC Tech is done for the purpose/s of providing support to the educational process with specific responsibilities for HVAC preventative maintenance and auditing energy use; improving energy use using Cenergistics guidelines; informing users of comprehensive energy conservation methods; repairing and maintaining HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job is distinguished from the Craft Maintenance Helper position in that the primary assigned tasks and functions are in a skill specific area (HVAC) requiring related knowledge and skills. This position provides occasional support similar to that of the Craft Maintenance Helper to support other trades positions.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- 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 and within safety guidelines.
- Coordinates with assigned supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs district personnel of energy usage for the purpose of encouraging energy conservation.
- 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 building and safety regulations.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors utility billings for the purpose of recommending methods of cost containment.
- Monitors HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance (e.g. belts, filters, etc.) for the purpose of ensuring the ongoing functioning of HVAC systems.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.

- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Repairs heating and air conditioning systems and/or components for the purpose of ensuring a comfortable work environment.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Provides support as needed to other skilled trades areas (e.g. plumbing, carpentry, HVAC, painting, electrical, mechanical, etc.) for the purpose of improving operational efficiency across all departmental areas.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

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

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: indoor air monitoring equipment and interpret resulting data; 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 use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies 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 direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver's License & Evidence of Insurability
HVAC Certification or equivalent preferred

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance
TB Screen

FLSA Status

Non Exempt

Approval Date

June 11, 2019

Salary Range

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