

JOB DESCRIPTION
San Leandro Unified School District

Special Maintenance Mechanic - HVAC

Purpose Statement

The job of Special Maintenance Mechanic - HVAC is done for the purpose/s of providing support to the educational process with specific responsibilities for HVAC and refrigeration services; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; identifying repair and/or replacement needs; monitoring, programming, and maintaining HVAC systems; providing information on the operation of HVAC systems; and supporting other skilled trades in completing work assignments.

This job reports to assigned Maintenance & Operations administrator.

Essential Functions

- Analyzes blueprints, schematics, and drawings and proposed electrical and plumbing systems for the purpose of identifying locations for the efficient installation and maintenance of new and existing systems.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of HVAC systems.
- Coordinates with supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing discontinued or unavailable parts.
- Implements assigned programs and/or projects (e.g. inspection schedules, preventive maintenance programs, etc.) for the purpose of conforming to established guidelines.
- Informs personnel regarding procedures and/or status of service requests for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Inspects completed work (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of ensuring quality of work standards are met and identifying preventive maintenance requirements.
- Installs refrigeration and heating/air conditioning equipment and systems (e.g. pumps, boilers, chillers, ice makers, radiators, compressors, etc.) for the purpose of providing enhanced and/or upgraded capabilities.
- Repairs refrigeration and heating/air conditioning systems and components (e.g. pumps, boilers, chillers, radiators, compressors, etc.) for the purpose of providing comfort within facilities.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Maintains a variety of files and records (e.g. inventory, service requests, labor/material estimates, equipment repair manuals, etc.) for the purpose of providing an up to date reference and audit trail.

- Monitors building automation system for the purpose of auditing energy usage.
- Oversees assigned personnel for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the work force.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials related to assigned activities and personnel (e.g. records of refrigerants, service requests, time and materials, specifications, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Recommends plans, policies, procedures and/or specific actions for the purpose of addressing department goals, objectives and work-related needs.
- Responds to emergency situations 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.

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 need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analyzing data; operating equipment used in the installation, repair and maintenance of HVAC and refrigeration equipment; planning and managing projects; reading blueprints and schematics; using pertinent software applications; 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; methods of plumbing, sheet-metal, electrical trades, and welding techniques; tools and materials used with HVAC and refrigeration systems; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety 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; dealing with frequent interruptions; displaying mechanical aptitude; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating 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, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% 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

HVAC Certification

Universal Refrigerant License

Valid Driver's License & Evidence of Insurability

Welding Certificate

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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