



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

| <b><u>HEATING, VENTILATION, AIR CONDITIONING,<br/>and REFRIGERATION (HVAC&amp;R) TECHNICIAN</u></b> |   |                         |                            |
|---|---|-------------------------|----------------------------|
| <b>DEPARTMENT/SITE:</b>   | Facilities, Maintenance, and Operations                                 | <b>SALARY SCHEDULE:</b> | Classified Bargaining Unit |
|   |   | <b>SALARY RANGE:</b>    | 33 per 2023-2024 Schedule  |
|   |   | <b>WORK YEAR:</b>       | 12 Months (260 Days)       |
| <b>REPORTS TO:</b>  | Director Facilities, Maintenance, and Operations or assigned supervisor | <b>FLSA:</b>            | Non-Exempt                 |

### **BASIC FUNCTION:**

Perform journey-level work in the inspection, servicing, installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration (HVAC&R) systems and equipment for District buildings and facilities; repair, maintain, and program the District's Energy Management Control Systems; maintain kitchen equipment such as coolers, refrigerators, and freezers; and assist other maintenance personnel in the performance of a variety of duties as assigned. The incumbents in this classification assist in supporting students by ensuring safe and healthy classrooms and work environments for staff and students which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform journey-level work in the inspection, servicing, installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration (HVAC&R) systems and equipment for District buildings and facilities; inspect and perform tests on systems and equipment to identify defective parts and ensure proper functioning.

Adjust, repair, and replace ducting and air conditioning systems; repair leaks and replenish refrigerant as needed; service heating systems according to established guidelines; light pilots; clean out vents; inspect, maintain, operate, and repair pneumatic and electrical thermostats and control systems.

Operate, configure, and maintain the District's computerized Energy Management Systems (EMSs) to ensure smooth, efficient, and effective energy use and allocation; modify system settings and utilize system tools and controls to troubleshoot and diagnose system malfunctions; install software updates; test EMSs to ensure proper settings.

Calibrate and install valves, thermostats, masters, and submasters.

Diagnose, troubleshoot, disassemble, repair, maintain, and service forced air heating, cooling, and refrigeration equipment.

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

Plan, organize, and lay out assigned tasks; interpret HVAC&R plans, diagrams, blueprints, sketches, and specifications; work from verbal and written instructions and work orders.

Estimate labor, material, and equipment needed for assigned projects; monitor inventory levels of materials and equipment; research, order, receive, and maintain inventory of materials and equipment as needed.

Communicate with other personnel and various outside agencies to exchange information and resolve issues or concerns; oversee the work of outside contractors and vendors; assist other maintenance personnel in the performance of a variety of duties as assigned.

Confer with school administrators and supervisor regarding needs.

Maintain various records related to work orders and assigned activities; maintain appropriate parts inventory in the shop and on District vehicles.

Maintain and review work order database and update work order status.

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

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

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

Ventilation, heating, and air conditioning systems utilized by the District.

Health and safety regulations.

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

Building codes related to the HVAC and refrigeration trade.

Environmental Protection Agency (EPA) rules and regulations with handling, storing, and transporting of various refrigerants.

Proper methods of storing equipment, materials, and supplies.

Mathematical calculations.

Technical aspects of the HVAC&R trade.

Direct digital, pneumatic, and electrical control systems.

Oral and written communication skills.

Record-keeping techniques.

General knowledge of HVAC/EMS control systems.

Appropriate safety precautions and procedures.

Proper lifting techniques.

#### **ABILITY TO:**

Perform journey-level work in the inspection, servicing, installation, maintenance, and repair of heating, ventilation, air conditioning, and refrigeration systems for designated buildings and facilities.

Troubleshoot and diagnose HVAC and refrigeration device system and equipment malfunctions.

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

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

Understand and operate computerized systems; navigate and control the sites' energy management systems.

Observe health and safety regulations and procedures.

Replace defective parts and components as necessary.

Communicate effectively both orally and in writing.

Establish and maintain collaborative and effective working relationships with others.

Meet schedules and timelines.

Understand and follow oral and written instructions.

Work independently with little or no direction.

Maintain various records related to work performed.

Calculate, plan, and estimate HVACR & EMS controls time and materials for projects.

Perform mathematical calculations with speed and accuracy.

Interpret and work from plans, blueprints, sketches, specifications, and diagrams.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to high school graduation or equivalent and supplemented by completion of an approved apprenticeship program in the HVAC&R trade and two years journey level experience in the installation, maintenance, and repair of HVAC and refrigeration systems and equipment including experience utilizing a computerized energy management control systems.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to qualify and maintain qualification, for District vehicle insurance coverage.

Universal 410A certificate issued by completing the Refrigerant Transition and Recovery Certification Program.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment with exposure to various extreme weather conditions.

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

Driving a District vehicle to conduct work.

Working around students and staff.

Trade shops.

Constant interruptions.

**PHYSICAL DEMANDS:**

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

Hearing and speaking to exchange information.

Seeing to read and perform HVAC functions and view computer screens.

Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.

Reaching overhead, above the shoulders, and horizontally.

Bending at the waist, kneeling, or crouching.

Climbing ladders and working from heights.

Standing, walking, or sitting for extended periods of time.

Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.

Hazardous chemicals, fumes, refrigerants, and gases.

Working from heights.  
Electrical power supply and high voltage.  
Working in a cramped or restrictive work chamber.  
Standing for extended periods of time.  
Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint/Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 09/93

Revised: 02/96; 08/00; 12/13 (Ewing)

Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24