

## DESERT COMMUNITY COLLEGE DISTRICT

### SKILLED MAINTENANCE WORKER/HVAC

#### BASIC FUNCTION

Under the direction of Maintenance and Grounds Supervisor, perform skilled work in the installation, repair, maintenance and service of heating, air conditioning and refrigeration systems of various types; perform skilled maintenance, repair and construction of facilities and equipment; perform skilled work in one or more of the building maintenance trades; check, clean and repair swimming pools.

#### REPRESENTATIVE DUTIES

Assist and / or install, maintain and repair heating, air conditioning and refrigeration systems and related equipment, including electrical components, compressor units, electrical and pneumatic control circuits, motors, valves, fans, gaskets, filters, and belts; check and add oil, water and refrigerants in compliance with codes, regulations and safety orders. *E*

Use various testing devices, including computers, to troubleshoot parts; repair, adjust and install various electric, electronic and pneumatic switches, gauges, thermostats, valves, and micro switches, and other parts as necessary. *E*

Assist and / or make pipe connections; install air conditioning and heating duct work; modify and fabricate ducts and attach to new systems; perform arc and acetylene welding and sil floss or silver solder. *E*

Inspect boilers, furnaces and pumps for compliance with codes, regulations and safety orders. *E*

Plan and lay out assigned tasks; maintain time, labor and material records; order parts and supplies. *E*

Perform skilled maintenance, repair and construction of District buildings, furniture, fixtures, and equipment in one or more of the building maintenance trades. *E*

Check, clean and repair swimming pools and fountains; check chemicals, chemical containers and vacuum pools and decks as needed. *E*

Repair filters, motors, chemical metering pumps and pool heaters independently on a daily basis. *E*

Deliver and pick up equipment for special events and mail; operate district vehicles to transport students and staff as required. *E*

Operate a wide variety of hand and power tools and equipment including motor vehicles, grinder, jointer, bench sander, power hand tools, saws and various tools used in the maintenance trades. *E*

Install various media, audio-visual and telephonic wiring and fixtures. *E*

Weld and fabricate various metal panels, gates and fences. *E*

Perform painting projects; paint facilities, equipment and furniture; order and mix paint; perform touch-ups and paint signs. *E*

Perform installation, maintenance and repair of roofs, floors, windows, doors, locks and other building facilities; install and replace broken glass and plexiglass wind breakers. *E*

Assist and / or perform installation, maintenance and repair of new motors, pumps, bearings, floats, belts, and appliances. *E*

Assist specialized maintenance personnel with a variety of duties including the installation, maintenance and repair of plumbing, electrical and mechanical systems, equipment and vehicles. *E*

Assist and / or perform water testing at well sites; monitor chemical containers and add chemicals as needed. *E*

Assemble and move furniture and set up chairs for special events.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Standard practices, materials and methods of the refrigeration and heating repair trade; methods, materials and equipment used in the maintenance and repair of air conditioners, refrigeration and heating systems; applicable codes, regulations and safety orders; hand and power tools used in the trade; chemicals and methods used in the treatment of water for use in boilers and air conditioning; appropriate safety precautions and procedures. Basic operations, tools, methods and materials used in building construction and maintenance work in one or more of the following: basic carpentry, painting, plumbing and electrical work; shop practices; safe practices in the operation and care of equipment and tools; shop math applicable to the building trades.

**Ability to:** Perform skilled work in the installation, repair, maintenance and service of heating, air conditioning and refrigeration systems of various types; operate a variety of equipment and tools used in the heating, air conditioning and refrigeration trade; work from wiring diagrams, electrical blueprints, plans and specifications; plan and lay out work including estimating labor and material costs; read and interpret technical manuals related to repair and installation of refrigeration and heating systems; maintain routine records; perform shop math. Perform skilled maintenance, repair and construction of District buildings and equipment; perform skilled work in one or more of the building maintenance trades; operate a variety of hand and power tools and equipment used in the repair and maintenance of District buildings and facilities; work cooperatively with others; understand and follow oral and written instructions; observe health and safety regulations; perform heavy physical labor; perform work over rough or uneven surfaces; climb ladders and work from heights; stand for extended periods of time lift moderately heavy objects; bend at the waist, kneel or crouch; reach overhead, above the shoulders and horizontally.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school and a combination of training and three years journey-level experience as a HVAC and refrigeration mechanic; and two years of responsible experience in the general construction building trades.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier; some positions in this class may be required to possess a valid California Class B driver's license with passenger endorsement and medical certificate. Refrigeration Certification as required by EPA.

**WORKING CONDITIONS**

**Environment:** Indoor, outdoor and shop environment. Driving a vehicle to conduct work.

**Hazards:** Working around and with machinery having moving parts. Pool chemicals. Exposure to refrigerant chemicals. Exposure to electrical power supply and high voltage. Working at heights.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions