

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