

## MAINTENANCE TECHNICIAN IV-HVAC

### DEFINITION:

Under the supervision of the assigned supervisor, performs a wide variety of skilled and semi-skilled maintenance and repair on heating, ventilation, air conditioning and refrigeration (HVAC & R) equipment.

### DISTINGUISHING CHARACTERISTICS:

The Maintenance Technician V has a higher degree of journey level skills than entry level positions in the series and incumbents have five years of journey-level experience. The Maintenance Technician III-classification is an entry-level position in the Maintenance Technician series. Incumbents work independently and perform a variety of duties. Incumbents have at least two years general maintenance experience. The Maintenance Technician IV is an intermediate journey-level classification in the Maintenance Technician series. Incumbents have completed an approved apprenticeship program in a specific trade. Incumbents are expected to have four years of journey-level experience. The Maintenance Technician VI classification serves as the senior technician who can oversee special projects. Incumbents may serve as the backup Foreman and typically have six years of journey-level experience in a specific trade and/or have completed an approved apprenticeship program in a specific trade.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a variety of skilled and semi-skilled work in the repair, installation and alteration of heating, ventilating, air conditioning and refrigeration systems and related equipment and facilities.
- Assures compliance with building codes applicable to the HVAC & R trade.
- Assists in the maintenance and repair of cooling towers, chillers, pumps, motors, compressors and exhaust fans.
- Cleans condensers, evaporator coils, condensate pans and drain lines.
- Prepares and maintains various records and reports related to work orders and assigned activities.
- Operates and maintains a variety of specialized equipment including various hand and power tools; drives a vehicle to conduct work.
- Maintains shop and work areas in a safe, clean and orderly condition.
- Communicates with personnel and various outside vendors to exchange information.
- Performs job-related preventive maintenance duties including the planning and lay out of work related to the HVAC & R preventive maintenance program.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- Methods, procedures, equipment and materials used in the maintenance, repair and operation of HVAC & R equipment and systems.
- Building codes related to the HVAC & R trade.
- Operation and maintenance of tools and equipment used in the HVAC & R trade.
- Proper methods of storing equipment, materials and supplies.
- Shop math applicable to the building trades.
- Technical aspects of the HVAC & R trade.
- Appropriate health and safety precautions, procedures and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Proper lifting techniques.

**Ability to:**

- Perform a variety of skilled work in the maintenance and repair of HVAC & R systems and equipment as assigned.
- Operate and maintain specialized equipment and tools utilized in the repair and maintenance of HVAC & R systems.
- Observe health and safety regulations and procedures.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

**EDUCATION/EXPERIENCE:**

**Any combination equivalent to: graduation from high school and three years journey-level experience in the in the maintenance and repair of HVAC & R systems and equipment.**

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C driver's license.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information.
- Seeing to read and perform HVAC & R functions.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.
- Heavy physical labor.

**WORK ENVIRONMENT:**

Indoor and outdoor work environment. Regular exposure to fumes, dust, dirt, oil/grease. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Exposure to high voltage and electrical shock.
- Working at heights.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.