



## MAINTENANCE TECHNICIAN V-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 skilled mechanical maintenance work in the repair, installation and alteration of heating, ventilating, air conditioning and refrigeration systems and related equipment and facilities.
- Installs, maintains and repairs cooling towers, chillers, pumps, motors and compressors.
- Maintains, troubleshoots and repairs a variety of control systems to include direct digital control (DDC) systems.
- Responds to and assists with coordinating responses to service calls accordingly.
- Operates and maintains specialized equipment related to assigned activities; performs preventive maintenance tasks on assigned equipment as needed; submits orders for materials per established procedures; drives a vehicle to conduct work.
- Prepares and maintains records and reports related to assigned activities.
- Plans and lays out work related to HVAC & R.
- Performs a variety of related skilled and unskilled tasks as assigned by the position.
- Communicates with other personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

### QUALIFICATIONS GUIDE

#### Knowledge of:

- HVAC & R equipment and controls common to institutional and large office buildings.
- Methods, procedures, equipment and materials used in the installation, maintenance and repair of heating, ventilation and air conditioning systems and equipment.
- Organizational ventilation, heating and air conditioning systems.
- Health and safety regulations.
- Operation and maintenance of tools, equipment and machinery used in HVAC & R maintenance and repair.
- Building codes related to 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.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.

#### Ability to:

- Troubleshoot and diagnose systems malfunctions.

- Provide repair estimates.
- Participate in a variety of skilled activities in the installation, maintenance and repair of heating, ventilation, air conditioning and refrigeration systems for designated buildings and facilities.
- Troubleshoot and diagnose HVAC & R device, system and equipment malfunctions.
- Work from blueprints, shop drawings, sketches, manuals and diagrams.
- Plan and lay out HVAC & R work.
- Operate and maintain tools, equipment and machinery used in the HVAC & R trade.
- Observe health and safety regulations and procedures.
- Replace defective parts and components as necessary.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships 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 supplemented by completion of an approved apprenticeship program in the HVAC & R area and five years increasingly responsible journey-level experience in the installation, maintenance and repair of HVAC & R systems and equipment including one year in a lead capacity.

**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 100 pounds with assistance.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.
- Standing for extended periods of time.

**WORK ENVIRONMENT:**

Indoor/Outdoor/Maintenance shop environment. 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.