



Classification Title: Lead HVAC/Energy Technician

Department:	Building Services	EEO6 Code:	6
Employee Group:	Classified	Salary Grade:	30
Supervision Received From:	An Assigned Supervisor in Building Services	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs skilled, advanced journey-level duties in the inspection, installation, repair and servicing of heating, ventilation, air conditioning, refrigeration and related equipment, machinery and facilities.

DISTINGUISHING CHARACTERISTICS.

Lead HVAC/Energy Technician is distinguished from HVAC Technician in that an incumbent in the former class has lead-level responsibilities and performs a wider range of duties requiring more advanced knowledge of HVAC and energy conservation practices and procedures.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Inspects, maintains, repairs and monitors the District's building, heating, air conditioning and refrigeration systems, energy systems, wiring, piping, electrical circuits, chiller systems and water treatment systems for conformance with codes and operating specifications.
2. Repairs or replaces defective parts in units and equipment and their controls, including thermostats, electronic controllers, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, belts, compressors, heat exchangers, high limit controls, pressure controls, safety valves and automatic gas valves.
3. Installs and calibrates energy management controls.
4. Reviews problems and complaints received from District staff and directs Facilities staff in providing solutions; prepares and carries out corrective action plans for HVAC service, maintenance schedules and energy management systems on campus.
5. Computes estimates for job costing proposals of work to be budgeted and for work completed; maintains a comprehensive inventory system and approves payment for vendors and contractors; maintains daily logs, inventory and inspection and construction records and prepares reports.
6. Actively participates in HVAC, energy conservation and mechanical systems design for buildings and for remodels; ensures designs conform to required specifications.

7. Inspects, records and notifies District administrators of construction defects, malfunctions, workmanship issues and contractor violations of construction specifications and building codes.
8. Operates a variety of hand and power tools and test equipment utilized in the trade; maintains equipment in effective and safe working condition.
9. Receives work orders; prepares cost estimates for projects and orders materials in accordance with established procedures; assigns, provides work direction and monitors assigned personnel, and ensures compliance with relevant federal, state and local building codes; follows safe work practices and procedures; ensures proper safety precautions are observed.

Marginal Functions:

1. Maintains a variety of records of completed work, including blueprints, sketches, diagrams and logs; writes reports as required.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of journey-level experience in heating, air conditioning and refrigeration systems and building systems commissioning.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. Current Environmental Protection Agency (EPA) Refrigeration license by time of appointment.
3. Current HVAC certification from an accredited institution by time of appointment.

Preferred Qualifications:

A California General Contractor's License.

Knowledge of:

1. Principles, practices and methods of heating, air conditioning and energy system installations and maintenance.
2. Materials, methods and tools used in the operation and repair of heating, air conditioning and refrigeration systems.
3. Applicable building codes, ordinances and regulations of state and local authorities pertaining to building operations and HVAC systems.
4. Principles and practices of sustainability programs.
5. Shop mathematics applicable to area of assignment, including algebra.
6. Correct English usage, including spelling, grammar and punctuation.
7. Recordkeeping, filing and basic purchasing procedures and expense reporting.
8. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

9. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Assigning and inspecting the work of other HVAC/energy personnel.
2. Performing advanced mechanical maintenance duties in the inspection, repair, installation and alteration of heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.
3. Inspecting, evaluating and calibrating HVAC and energy conservation systems.
4. Performing preventive maintenance and difficult equipment servicing.
5. Diagnosing defects and installing, repairing and maintaining heating, ventilating, refrigeration, and air conditioning units.
6. Interpreting and working from blueprints, plans, diagrams and specifications.
7. Operating a computer and using spreadsheet and energy software.
8. Reviewing and directing the work of contractors.
9. Operating specialized machinery, equipment and tools for assigned functions.
10. Estimating time, materials and equipment required for assigned responsibilities.
11. Communicating effectively both orally and in writing.
12. Understanding and following oral and written directions.
13. Working independently with little direction.
14. Meeting schedules and time lines.
15. Maintaining detailed records.
16. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
17. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee frequently works in outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to stand, walk or sit for prolonged periods; stoop, kneel, crouch or crawl; work at heights of up to 50 feet; and use hands to repetitively finger, handle, feel or operate objects, tools or controls. The employee must regularly lift and/or move up to 50 pounds and occasionally over 75 pounds. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.