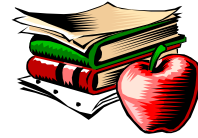




JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



HVAC Technician

DESCRIPTION

Perform journey level work in HVAC trade and related electrical tasks in conjunction with maintenance, repair, alteration, remodeling of buildings and building systems, equipment, and programming of EMS systems.

ESSENTIAL JOB DUTIES

1. Determine requirements for parts, materials, supplies, manpower, facilities, tools, and equipment. *E*
2. Determine, schedule, and perform preventive and replacement maintenance program for all heating, ventilation, and air conditioning equipment in the District. *E*
3. Establish cost of equipment repair and replacement. *E*
4. Order, receive, and store all tools, supplies, parts, and equipment. *E*
5. Maintain accurate records of inventory and service/repair. *E*
6. Determine work requirements, make phone calls, and work cooperatively with outside vendors. *E*
7. Test and calibrate equipment to verify proper operation. *E*
8. Install and make routine repairs to electrical wiring, switches, outlets, fixtures, and motors. *E*
9. Maintain tools, equipment, and supplies in safe, orderly condition. *E*
10. Maintain and perform necessary repairs on HVAC kitchen equipment. *E*
11. Assist with planning schedules for new construction or installation, including the coordination of work between outside contractors and other district personnel. *E*
12. Lead and instruct other helpers as needed. *E*
13. Responsible for all follow up work in conjunction with assignments. *E*
14. Keep work areas and equipment clean and properly functioning. *E*
15. Perform related work in alteration or maintenance of buildings. *E*
16. Assist in on the job training of Maintenance personnel. *E*
17. Participate in workshops, in-service training and safety programs as directed by the supervisor. *E*
18. Perform other duties as assigned.

REQUIRED

1. Education
 - High school diploma or equivalent.
 - Proof of completion of an approved journey level program or equivalent.
 - At least four years of full time journey level HVAC experience in building and maintenance work.
2. Possess
 - A valid California Drivers License/current DMV printout (Driving record must satisfy school insurance requirements as well as district, state and other requirements for driver safety).
 - A Chlorofluorocarbon License type universal in accordance with EPA Rule 608, Clean Air Act preferred.
3. Knowledge of
 - Sufficient mathematical skills to compute measurements and estimate material and supply needs.
 - City, County, and State codes concerning the installation and operation of HVAC systems, including the California Mechanical Code.
 - Principles of combustion steam generation, heating, ventilation, air conditioning, refrigeration, and system balancing.
 - Electricity and electronics as applied to the control and operation of HVAC installations.
4. Ability to
 - Read and understand drawings, diagrams, schematics, manuals and blueprints.
 - Understand and follow oral and written instructions.
 - Stand, walk, climb, bend, twist, crawl, and stoop for extended periods of time.
 - Carry and lift 100 pounds.

- Reach in all directions.
- Sit for brief periods of time.
- Adequate sight or corrected vision for the purpose of reading laws and codes, rules and policies, plans, blueprints, specs, and other printed materials.
- Hear and understand speech at normal levels.
- Communicate so others will be able to clearly understand a normal conversation.
- Requires physical strength and stamina to assist co-workers with duties requiring heavy lifting, digging and related work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.
- Regular exposures to fumes, dust, odors, heights, and loud noises.
- Driving a vehicle to conduct work.
- May be exposed to heights, and loud noises.
- Work in direct contact with public, students, and other District staff.
- Working on ladders at varying heights.

Physical Demands

- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Clarity of vision at varying distances to perform various work assignments.
- Standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate a variety of specialized tools and equipment.
- Reaching overhead, above the shoulders, and horizontally.
- Occasional bending, kneeling, or crouching.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Climbing ladders and working from heights as necessary.

Hazards

- Working with tools and powered machinery.

SALARY

This position is FLSA Non-Exempt

Pay Range: 16

12 Months – 260 Days