

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

Title: Maintenance Worker – HVAC/Electrical

Unit: Maintenance & Operations

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<u>Job Code:</u>	E1800
<u>Original Date:</u>	08/1993
<u>Last Revision:</u>	12/2016
<u>Staff Type:</u>	Classified
<u>FLSA status:</u>	Non-exempt
<u>Salary Range:</u>	26

### **DEFINITION**

Under the direction of the District Facilities Supervisor-HVAC/Electrical, Energy Management Systems Specialist, HVAC Technician, or Electrician-II, independently perform semi-skilled and skilled work in the routine maintenance, repair, troubleshooting, installation, and operation of the heating, ventilation, refrigeration, and air conditioning (HVAC) and electrical systems.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform semi-skilled and skilled work of a routine nature. The Maintenance Worker-HVAC/Electrical is the first level of this family and is able to perform all-around maintenance and basic repair services, troubleshooting, and installation of basic HVAC related energy management control and electrical systems, with little guidance. This classification is distinguished from journey level classifications by the performance of tasks requiring a multitude of skills. Depending on the District's needs, incumbents in this class could spend an extended period of time performing any one particular specialized task. The Electrician-I and HVAC Mechanic represent strong technical skills typically achieved through one year of journey level experience and five years of experience and related training in the specific trade. The Electrician-II and HVAC Technician represent master level knowledge and abilities or lead roles and are assigned to complex installations and repair work.

### **EXAMPLE OF DUTIES**

- 1 Perform and assist in the routine repairs, troubleshooting, installation, maintenance, service, and operation of HVAC equipment and related energy management and control systems.
2. Perform preventative maintenance, repairs, and water treatment on cooling towers, evaporative condensers, boilers, hot and chilled, open and closed loops, and circulating water systems; clean and service pumps, strainers, flush broilers, and chilled water systems; perform chemistry tests to check for Conductivity, Calcium Hardness, Alkalinity, pH, Phosphonate, and Nitrite levels; maintain liaison with vendors, order chemicals, record and maintain accurate log.
4. Assist in the operation and maintenance of the energy management and control systems; adjust and repair valves, dampers, modules, sensors, and thermostats.
5. Routinely inspect and perform diagnostic tests on HVAC and electrical equipment to find system faults and ensure continued proper operation. Perform preventive maintenance of HVAC and electrical equipment, including replacing filters; lubricating bearings; adjusting belts, switches, gauges, and valves; repair and sealing of internal and external sir ducts; cleaning transformers; de-scale tubing; and checking elevator rooms.
6. Assist HVAC Mechanics, Technicians, and Electricians in the installation of new equipment and performance of major repairs. Assist on high voltage electrical equipment cleaning and maintenance.
7. Monitor the temperature, pressure, and differential of all systems and make adjustments as necessary, including, but not limited to, installing replacement valves, thermostats, fans, motors, and controllers.
8. Operate various motor vehicles, equipment, and machinery used in the repair, maintenance, inspection, installation, service, and operation of HVAC related equipment.

9. Operate various testing devices to locate defective parts in the HVAC and electrical systems and replace parts accordingly. Order replacement parts for maintenance of equipment for HVAC and electrical systems.
10. Maintain and track District's Air Duct Cleaning Program, inspect and recommend areas for cleaning, act as contact and liaison for contractor.
11. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

Basic file maintenance and reporting.  
Complex electrical and plumbing equipment and systems.  
Health and safety regulations.  
Operation of vehicles, equipment, and machinery related to area of specialty.  
Oral and written communication skills.  
Proper operation of heating, ventilation, and air conditioning equipment.  
Repair and maintenance of HVAC equipment and machinery.  
Safe work practices.  
Tools, methods, materials, and equipment used in the maintenance and repair of both HVAC and electrical equipment and systems.

**Skills and Abilities:**

Assist in the installation of HVAC and electrical equipment and power systems.  
Effective communication skills.  
Establish and maintain effective working relationships with others.  
Maintain logs, reports, and files.  
Maintain, test, and repair HVAC, refrigeration, and electrical equipment.  
Operate vehicles, equipment, machinery, and tools as appropriate in area of specialty.  
Understand and follow oral and written directions.  
Use required tools and equipment skillfully and safely.  
Work from sketches, drawings, and blueprints.  
Work independently with little direction.  
Work safely.

**License:**

Valid California driver's license.  
Current EPA Certification for refrigerant handling.

**Training and Experience:**

Any combination of training and experience equivalent to: three years of experience in building construction or maintenance trades, including one year apprentice level HVAC or electrical repair experience.

**WORKING CONDITIONS****Physical Requirements:**

Category I, may require considerable physical exertion, stamina and flexibility.

**Environment:**

Working out-of-doors and inside service areas. May include less desirable extremes in areas of high heat, fumes, and dust.