

CLASS SPECIFICATION



CLASS: Building Maintenance Technician - HVAC
ALLOCATION: Administrative Services
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: September 2020

JOB SUMMARY:

Under general supervision, perform highly skilled business trades related to air conditioning/refrigeration, heating or environmental systems and control; perform installations, maintenance, regular and emergency repairs to buildings, structures and equipment; may lead work activities of the maintenance crew; function as a cooperative and productive team member; and perform related duties as assigned.

CLASS CHARACTERISTICS:

This is the advanced journey-level position related to HVAC in the building maintenance series. This position reports directly to Building and Grounds Supervisor. This class is distinguished from Building and Grounds Supervisor in that the latter is responsible for supervising planning, reviewing and evaluating the work of the building and grounds maintenance staff. This class is distinguished from Senior Building Maintenance Technician due to the heavy emphasis on maintaining a variety of heating, refrigerating, and air conditioning units throughout the County requiring specialized knowledge, abilities, and training beyond what is required of other classes in the building and grounds maintenance series including the certification necessary to maintain and repair HVAC systems.

EXAMPLES OF DUTIES:

Essential:

- Inspect, service and perform maintenance for refrigeration, air conditioning and heating equipment and related ducting to locate defects in operation and to make necessary repairs; disassemble various parts and units to restore proper operating condition; replaces and rebuilds motors, compressors, belts, filters and valves.
- Monitor, maintain, and make appropriate repairs to heating, ventilation, refrigeration, and air conditioning equipment; change air filters.
- Monitor cooling towers for proper water level and cooling impacts, and make appropriate repairs on electrical controls on heating, ventilation, and air conditioning (HVAC) units; wash HVAC coils.
- Troubleshoot repairs identified by utilizing schematics and diagrams or other diagnostic methods; install computer lines to assist in diagnosing system-wide problems with HVAC units.
- Rewrite circuits to prevent overloads when necessary; pull wire for computer and electrical use.
- Inspect boilers and pumps to ensure proper and safe operation; check motors for loose and cracked belts; grease bearings on motors and blowers; check pneumatic controls for proper setting and/or air leaks.
- Service, repair, and maintain plumbing and piping equipment.
- Repair and maintain lighting fixtures and devices; change light bulbs and light ballasts.
- Perform any work necessary in the maintenance, repair, or remodeling of County buildings and facilities.
- Make repairs to low-voltage electrical equipment, appliances and fixtures; rewires and replaces defective devices and worn parts.
- Plan and lay out jobs from drawings, sketches or verbal instructions; maintains records in the form of plans and specifications for HVAC equipment, chilled water systems, boilers, heat exchangers, refrigerated samplers as well as low-voltage electrical equipment, appliances and fixtures.
- Read and interpret architectural, mechanical and wiring diagrams, specifications and manuals.
- Schedule and direct the work of contractors hired for specialty jobs; review HVAC infrastructure designs and specifications; coordinate work with a construction project manager and/or contractor during construction or repair; oversee contractor work quality and safety performance.
- Determine parts and equipment needed for maintenance and repair work; make oral and written reports for work done; complete basic records, such as work orders, time sheets, requisitions and accident reports.
- Coordinates activities with other departments.
- Requisition necessary tools, equipment, and supplies.
- Research new operational methods, techniques and equipment and recommends their application.
- May act as a lead and directing work.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a motor vehicle to access work locations.
- Travel to multiple County sites frequently.
- Uses standard office equipment, including a computer, in the course of the work.
- Attends a variety of meetings and trainings as required.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Heating, ventilation, refrigeration, and air conditioning basic principles and operations methodology
- Basic principles and methodology in electrical installation and repairs.
- Boiler safety and maintenance procedures.
- Clean Air Act and Montreal Protocol, Section 608 regulations, and the appropriate precautions when working with CFC and HCFC refrigerants.
- Methods and principles of Building Automated Systems Controls and Building Security System Programs and Software.
- Principles and practices of work safety.
- Standard methods, tools, equipment and materials used in general and specialized building maintenance work, plumbing maintenance and repair work, and carpentry.
- Methods, practices and techniques required for the maintenance and repair of buildings and grounds.
- Pertinent federal, state, and local laws, codes and regulations.
- Basic record keeping principles and practices.
- Cal/OSHA regulations including hazardous communications requirements and Material Safety Data Sheets.
- Principles and practices of building maintenance and inspection.
- County and departmental operations, terminology, rules, policies and procedures.
- Standard methods, tools, equipment and materials used in electrical installation and repairs, basic heating and air-conditioning equipment maintenance and repair work.
- Basic principles and methodology in electrical installation and repairs.
- Heating, ventilation, refrigeration, and air conditioning basic principles and operation methodology.
- Boiler safety and maintenance procedures.
- Plumbing and electrical systems in County buildings.
- Use and purpose of standard materials, tools, equipment, practices and methods used in metal fabrication and welding.

Skill in:

- Understanding and carrying out verbal and written instructions/directions.
- Performing electrical repair or perform electric installation within established parameters.
- Performing a variety of routine to specialized facilities maintenance work.
- Using a variety of hand and power tools to complete each work assignment.
- Communicating clearly and concisely, both verbally and in writing.
- Researching regulations, procedures and/or technical references.
- Maintaining accurate records and documenting action-steps taken to complete projects.
- Operating office equipment including computers and supporting word processing, spreadsheet and database applications.
- Utilizing various automated system programs to complete required written reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing and prioritizing work assignments.
- Locating conditions which require maintenance and repair work.
- Performing skilled work in the various building trades.
- Properly documenting completed work.
- Estimating the scope of each work assignment.
- Determining how a system should work and how changes in conditions, operations and the environment will

affect outcomes.

- Understanding, interpret and explain regulations and policies governing facilities maintenance and operations in a public service agency.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Ability to:

- Identify problems and make routine repairs on a wide variety of heating, ventilation, and air conditioning units.
- Recognize potential safety hazards and utilize proper precautionary / reporting procedures.
- Accept criticism, keep emotions in check, maintain composure and respond appropriately and effectively in difficult, high-stress or emergency situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Pay careful attention about detail and be thorough in completing work tasks.
- Use tact, patience and courtesy.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner.
- Maintain a clean and comfortable working environment that is continuously affected by weather conditions and equipment failures.
- Identify problems and make routine repairs on a wide variety of heating, ventilation and air conditioning units.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Interpret and apply federal, state and local policies, laws and regulations.
- Read and understand building plans and blueprints and work according to plans and specifications.
- Make rough sketches and accurate estimates of material required in repair and maintenance work.
- Tell when something is wrong or is likely to go wrong.
- Develop a preventative maintenance work schedule for a variety of HVAC units, boilers and related equipment.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Perform physical activities that require considerable use of arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, kneeling, crouching and crawling.
- Lift, carry, push and/or pull equipment and supplies weighing up to 25 pounds on a routine basis; between 40 and 80 pounds occasionally and up to 100 pounds with proper equipment.
- Operate a variety of tools, equipment and vehicles used in performance of daily tasks.
- Frequently walk, stand or crouch on narrow, slippery and erratically moving surfaces.
- Frequently work on ladders, in confined or awkward spaces and at considerable heights.
- Travel to other locations using various modes of private and commercial transportation.
- Wear respiratory protection devices.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a standard office setting, an outdoor field environment with travel from site to site and industrial environments including building machinery rooms, attics and building access areas.

- Work extended hours including evenings, weekends and holidays, including emergency response.
- Exposure to all weather conditions and machine noises.
- Occasionally exposed to fumes or airborne particles, high precarious places, and toxic or caustic chemicals.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possession of a Refrigerant Transition and Recovery Certification as a Universal Technician or equivalent as required by the US Environmental Protection Agency.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Upon conditional offer of employment, candidates must submit to and pass a medical evaluation for respirator use.
- Facial hair must be maintained in such a way as to ensure proper fit of respiratory protection devices.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from high school and three years of recent responsible experience performing heating, air conditioning, ventilation, and electrical maintenance work and possession of a Refrigerant Transition and Recovery Certification as a Universal Technician or equivalent as required by the US Environmental Protection Agency.

PREFERRED: In addition to the minimum, completion of an approved apprenticeship program in a designated skilled trade, HVAC Technician Certification and two additional years of recent responsible experience in performing heating, air conditioning, ventilation, and electrical maintenance work and two years' experience working with water-cooled industrial HVAC equipment, chilled water loops, cooling towers, industrial boilers and hot water loops.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: G WC: 9420 Revised:
