POSITION DESCRIPTION

TITLE: Skilled Craftsman - Heating, Ventilating, Air Conditioning (HVAC)
LOCATION: Maintenance
REPORTS TO: Manager, Maintenance Department
DEPARTMENT: Maintenance Department

SUMMARY STATEMENT:
Under the general supervision of the Maintenance Manager, the Heating, Ventilating, and Air Conditioning (HVAC) position will perform general and preventive maintenance at all District facilities specifically in the area of heating, ventilation, and air conditioning.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public.
2. Troubleshoot, repair, and maintain heating, ventilating, and air conditioning (HVAC) systems throughout the District.
3. Maintain hot water boilers, chillers, cooling towers and their components.
4. Perform preventive maintenance on heating, ventilating and air conditioning (HVAC) systems throughout the District.
5. Change electric drive motors, belts and sheaves.
6. Clean coils as required.
7. Inspect for breaks in duct systems.
8. Order supplies as necessary.
9. Establish and maintain records of inventory history.
10. Give estimates on work projects.
11. Perform first aid/CPR when necessary.
12. Read blue prints as necessary.
13. Travel from location to location to accomplish tasks.
14. Successfully complete all required district training within a timely manner.
15. Must comply with all district and government safety regulations.

OTHER RESPONSIBILITIES:
1. May carry a pager and be called back to work after regular hours to perform special service as needed.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
<table>
<thead>
<tr>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Vision (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking (66-100%)</td>
<td>Standing (66-100%)</td>
<td>Driving (66-100%)</td>
</tr>
<tr>
<td>Bending/Stooping (66-100%)</td>
<td>Lifting/Carrying Up to 75 lbs (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
<tr>
<td>Climbing (33-66%)</td>
<td>Pushing/Pulling (33-66%)</td>
<td>Exposure to noise</td>
</tr>
<tr>
<td>May be required to work outdoors in inclement weather</td>
<td>Use of hand and/or arms for repetitive motion (66-100%)</td>
<td></td>
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</tbody>
</table>

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
Must use flow hood, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Possess a current Journeyman HVAC card, or have four full-time years of applicable experience. Same trade vocational training may be substituted on a year-for-year basis up to two years.
2. Must possess, or have the ability to obtain an (EL06A) – HVAC/Refrigeration Limited Energy License preferred.
3. Must possess, or have the ability to obtain an EPA HVAC Technician Certification (Universal) preferred.
4. Demonstrated ability to communicate effectively with staff and the general public.
5. Willingness to be called back to work after regular hours to perform special service as needed.
6. Demonstrated organizational skills and the ability to follow through.
7. Demonstrated ability to operate the tools and equipment in order to perform the essential functions of the job.
8. Must be able to understand both oral and written communications and carry out directions as specified.
9. Must possess good math aptitude.
10. Must possess or be able to acquire a first aid/CPR card within 30 days of employment.
11. Must have the ability to read and understand blue prints.
12. Must be able to travel from location to location in order to accomplish tasks.
13. Must possess a valid driver's license and must be able to provide a current driving abstract.
14. Must be able to obtain a Commercial Driver's License (CDL - A or B).
15. Working knowledge of building automation system programs and equipment.
16. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-262 Days Per Year (Includes Holidays)  
8 Hrs. Per Day

PSE: ________________________________  
Date: __________________

District: ________________________________  
Date: __________________

Revised Date: 02/25/2014  
Classification: Maintenance  
Class: Skilled Crafts  
Display on Web? Yes  

Skilled Craftsman - Heating, Ventilating, Air Conditioning (HVAC)