

## Napa Valley Unified School District

## Position Description

Position: Maintenance Specialist II: HVAC/R Servicing Technician	Position Number:
Department/Site: Maintenance & Operations	FLSA: Non-exempt
Reports to/Evaluated by: Director of Facilities, Maintenance & Operations	Salary Grade: 35

### **Summary**

Services and conducts routine preventative maintenance of manual and computer-aided mechanical or industrial electrical systems, electrical controls, ventilation, air conditioning, refrigeration, and heating systems. Assists with operation of environmental control systems for heating, air conditioning and handling, and interior and exterior lighting.

### **Distinguishing Career Features**

The Maintenance Specialist II - HVAC Servicing Technician is the first level in a career series, culminating at the Maintenance Specialist IV - HVAC/R level. The HVAC Servicing Technician will have completed a vocational course of study in heating and air handling or received specialized training in an industrial setting and contrite on servicing, routine maintenance and calibrations, and assist others in advanced energy management. Advancement to Maintenance Specialist III - HVAC/R is possible with two years experience as a HVAC servicing Technician or equivalent, compliance with all position qualifications, and the ability to perform all aspects of the position. The Maintenance Specialist IV carries higher level certifications and is capable of complete installations of HVAC/R equipment, systems and computer-aided energy management applications.

### **Essential Duties and Responsibilities**

- Performs preventive maintenance on high voltage switch gear, circulation pumps, walk-in freezers, and cafeteria equipment, as they relate to HVAC or related equipment.
- Tests, adjusts and calibrates boiler and air conditioning machinery and mechanical, electrical, and pneumatic control instruments. Tests and, as required, chemically treats boiler, condenser and cooling tower water.
- Responds to reports of heating or cooling problems, suspicious odors, electrical problems, refrigeration problems, and other urgent situations. Receives information on problems and forwards to HVAC Specialists.
- Performs routine electrical repairs and maintenance duties. Adjusts motors, heaters, switchgear and other electrical apparatus.
- Services air handlers. With guidance from an HVAC/Energy Systems Specialist, tightens, adjusts, repairs, and calibrates boilers, chillers, cooling towers, variable frequency drives, motor control contactors, pumps, etc.
- Cleans evaporators, condensers, drain lines, motors and condensers that contribute to efficient energy management.

- Operates and programs routine schedules and adjustments to the energy management system to optimize energy consumption while providing scheduled services to District facilities.
- Assists with fabrication and installation of duct work, airflow systems, condensers, refrigeration. Removes old equipment and refrigerants according to applicable laws and safety standards.
- Performs the work of a Maintenance Specialist on an as-needed basis.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires basic knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in HVAC systems and boiler operation. Requires basic knowledge of electronics, including microprocessor operation, digital and pneumatic controls. Requires a basic knowledge of construction, carpentry, electrical, and plumbing concepts, practices, and techniques. Requires a working knowledge of the uses and purposes of general maintenance, hand and power tools and equipment. Must know and understand all pertinent Federal, State and local laws, codes and regulations in area of specialization. Requires sufficient math skills to record and compute detailed measurements. Requires sufficient human relations skill to discuss technical concepts and work cooperatively with department staff and customers.

- **Abilities**

Requires the ability to perform all of the essential duties in the area of specialization. Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties. Requires the ability to learn and apply the concepts and methods required of an HVAC Specialist. Must be able to understand and follow oral and written instructions, maintain routine records and interpret plans and specifications found in area of specialization. Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.

- **Physical Abilities**

Incumbent must be able to maintain cardiopulmonary fitness, function indoors in a shop environment and/or outdoors in the field engaged in work of primarily an active nature. Requires ambulatory ability to walk and carry tools and apparatus for 400 yards. Requires sufficient strength and agility to lift, load, and move heavy weight materials up to 75 pounds. Requires the ability to bend, stoop, and work in awkward positions. Requires visual acuity to read and observe diagrams, manuals, work conditions, and recognize color-coded wires and connections. Requires auditory ability to carry on conversations in person and with communications devices.

- **Education and Experience**

The position typically requires an Associates Degree or equivalent vocational program in Energy Management, Industrial Technology, or related field. Training in an industrial, commercial or military setting or experience in the electrical and mechanical maintenance fields may substitute for some higher education.

- **Licenses and Certificates**

Requires a valid Driver's License.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials.