



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 23-2023/24
DOCUMENT NO. 17-2023/24
DATED: 09/20/2023

MAINTENANCE TRADESPERSON - HVAC

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 44

WORK CALENDAR: 261 Days

REPORTS TO: Supervisor - Maintenance

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Supervisor - Maintenance, the Maintenance Tradesperson - Heating, Ventilation, Air Conditioning (HVAC) provides maintenance services with specific responsibility for ensuring completion of heating, ventilation, air conditioning projects; performs support as required in other skilled maintenance activities (e.g., carpentry, plumbing, painting, electrical, ventilating systems, alarms); assigns the workflow of other staff; and ensures that tools and materials are available at job site. The incumbents in this classification provide the school community with building maintenance services to keep the school and other facilities operational, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform at the journey level in a lead role in the electrical trade and provide leadership to the lower-level Maintenance Journeyperson and HVAC specialty classifications, both of which may also help on larger-scale projects. This class differs from the other Lead-level classes in the various trades by their individual focus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Analyzes blueprints, schematics, and drawings to determine the efficient installation of new or upgraded systems.
- Assists with planning of special projects and related fields of HVAC trades.
- Assures that proper safety, health regulations, codes, and practices are observed.
- Conducts surveys of all district HVAC equipment and systems to determine the need for maintenance, repair, or replacements directed.
- Coordinates the work of private contractors, architects, and vendors and inspects work in progress and completed work for proper application, function, quality, and quantity of materials used.
- Coordinates workflow of other maintenance staff to ensure that tasks are prioritized and assigned according to individual strengths and time availability.
- Fabricates equipment parts as required to meet specialty needs and/or replace unavailable parts.
- Informs personnel regarding procedures and/or status of work orders to provide information for making decisions, take appropriate action, and/or comply with building and safety regulations.
- Installs, maintains, troubleshoots, and repairs a variety of HVAC equipment, including but not limited to rooftop units, heat pumps, refrigeration units, boilers, air handling units, heating systems, control systems, Energy Management Systems (EMS), relays, blowers, exhaust fans, and related low voltage systems.
- Leads, assigns, inspects, and oversees day-to-day repairs and projects relating to HVAC and related

fields.

- Leads and provides work guidance to assigned maintenance personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains inventories of equipment and supplies,
- Maintains vehicle, tools, and equipment to ensure their availability in safe operating conditions.
- Maintains, diagnoses, troubleshoots, and repairs Central Plant equipment, including, but not limited to, chillers, boilers, cooling towers, pumps, valves, fan coil units, and other associated distribution equipment.
- Observes and demonstrates proper safety techniques and repair procedures as related to the HVAC and refrigeration fields.
- Operates hand and power tools, equipment, and vehicles as necessary to perform the duties in this position.
- Participates in educational seminars and meetings to maintain and upgrade job knowledge and skills and for safety training.
- Performs routine and preventive maintenance to ensure the ongoing functioning of facilities.
- Prepares written materials (e.g., repair status, activity logs) to document activities and/or convey information.
- Reads blueprints, interprets specifications and estimates labor and materials costs.
- Repairs facilities, equipment, and systems (e.g., HVAC, electrical) to ensure they are in a safe working condition.
- Transports a variety of tools, equipment, and supplies to the job site.
- When not engaged in HVAC maintenance or repair duties, may assist as required in a variety of maintenance work throughout the district.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Materials, tools, and equipment common to commercial-industrial HVAC and electrical construction, maintenance, and repair
- Methods, practices, equipment, and tools used in various trades, including carpentry, electrical, painting, HVAC, and plumbing
- Preventive maintenance practices and procedures, applicable codes, regulations, laws, and procedures related to assigned activities
- Principles and practices of leadership and training
- English usage, grammar, punctuation, and spelling
- Math applicable to the trade
- Safety rules and regulations
- Hazmat and safety regulations
- Computerized access control systems
- Oral and written communication practices
- Record-keeping techniques
- Operation of a computer and applicable software
- Inventory methods and practices with proper methods of storing equipment, materials, and supplies
- Reading and interpreting working drawings, plans, and blueprints

Skills and Abilities to:

- Use hand and power tools skillfully and safely

- Operate a variety of equipment and machinery, such as various saws, planes, welding torches, drill presses, sanders, jackhammers, drills, and forklifts
- Operate a motor vehicle as necessary
- Establish and maintain effective working relationships
- Solve problems effectively, including with equipment
- Understand and follow oral and written directions
- Analyze situations accurately and adopt an effective course of action
- Plan and manage projects
- Drive and operate a variety of vehicles and equipment used legally and defensively
- Work without immediate supervision
- Train, coordinate, assign, and monitor the work of others
- Determine priorities and schedule work effectively and efficiently
- Maintain records and prepare proper reports
- Effectively troubleshoot and repair HVAC problems
- Communicate effectively both orally to apply and explain rules, regulations, policies, and procedures and in writing

RESPONSIBILITY:

Responsibilities include using standardized routines, leading, guiding, and/or coordinating others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalency.

EXPERIENCE REQUIRED:

Five (5) years of experience as a Maintenance Worker or Maintenance Journeyperson, with three (3) years of this experience performing HVAC trade-specific journeyperson level work.

LICENSE(S) REQUIRED:

- Valid, current Class C California Driver's License to drive to various district sites and transport equipment and materials.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- HVAC Technology I Certificate or North American Technician Excellence (NATE) HVAC certification
- Environmental Protection Act (EPA) Refrigerant Recycling Certificate (within six months of hire)
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam C through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations.)

- The job is performed both indoors under minimal temperature variations and outdoors, subject to extreme temperatures and hazards such as working with heavy power equipment and tools
- Drives a vehicle to conduct work
- Requires extensive walking and standing
- Regular lifting, carrying, pushing, and/or pulling of moderate to heavy objects
- Stooping, kneeling, crouching, and/or crawling and some climbing and balancing
- Significant fine finger dexterity to manipulate objects and tools
- Hearing and speaking to exchange information
- Visual acuity to see various objects, controls, documents, and computer screen