

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	
JOB DESCRIPTION	

Job Title:	HVAC Mechanic II	Range:	41
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing skilled work in the maintenance, repair, inspection, servicing and installation of heating, ventilating and air conditioning systems, and related equipment and facilities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs preventative maintenance daily inspections, repairs, adjustments and installation of refrigeration units, cooling towers, heating and ventilating units and gas operated equipment.
2.	Diagnoses mechanical and electrical problems; repairs or replaces defective parts in units and equipment and controls including thermostats, automatic switches, fan controls, damper motors, louvers, relays, filters, belts, compressors, heat exchanges, metering devices, high limit controls, pressure controls, safety valves and automatic gas valves; monitors and tests equipment to assure proper and safe operating conditions.
3.	Lubricates heating, ventilating and refrigeration motors, pumps, fans and related equipment, regenerates water softeners.
4.	Rebuilds and replaces water pumps; replaces pressure and temperature safety valves.
5.	Inspects and repairs steam and hot water boilers; tests water samples and adjusts chemical feeding equipment for proper water treatment.
6.	Checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots; repairs pipes as necessary.
7.	Performs brazing, soldering and welding duties.
8.	Communicates with students, staff, instructors, various departments, outside organizations and others; provides and receives information and assistance related to work activities.
9.	Maintains routine logs and records related to daily activities; requisitions materials and supplies according to established procedures.
10.	Trains and provides work direction and guidance to others as directed and assists other maintenance personnel as needed.
11.	Learns and applies emerging technologies and advances (as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The HVAC Mechanic II maintains frequent contact with various District departments and personnel, coworkers, and outside vendors.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Minimum three (3) years journey-level experience in the maintenance and repair of heating and air conditioning equipment

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable District codes and ordinances

Knowledge of the materials, tools, and equipment utilized in heating, ventilating and refrigeration

Knowledge of proper methods of storing equipment, materials and supplies

Knowledge of basic electrical theory

Knowledge of welding and soldering techniques

Knowledge of health and safety regulations

Knowledge of record keeping techniques

Knowledge of boiler operations

Ability to work from blueprints, shop drawing and sketches

Ability to use a variety of tools and equipment utilized in the basic trade

Ability to operate a personal computer to adjust schedules of heating and air conditioning units within pre-established programs

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to train and direct the work of others

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Asbestos Awareness (2 hrs)

Confined Space

Industrial Truck/Forklift Certification

Lead Awareness

Lockout/Tagout

Respiratory Protection

Utility Cart Certification

WORKING CONDITIONS

Indoor and outdoor environment; subject to frequent lifting (up to 70 pounds unassisted), standing, bending, carrying, crawling, pushing and pulling; subject to constant heat, fumes, and noise; exposure to potential electrical shock from high voltage; exposure to hazardous chemicals and materials.
