

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	HVAC Mechanic Coordinator	Range:	42
Date Revised:		Date Approved:	April 8, 2003

### PRIMARY PURPOSE

This position is responsible for directing HVAC operations and activities of an assigned area, and directing and coordinating the work of assigned personnel and performing preventive maintenance and repair of heating and air conditioning and other mechanical equipment at a District campus; and performing skilled work in the 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.	Plans, organizes, coordinates and directs the HVAC operations and activities of the assigned area; trains and provides work direction and guidance to others as directed.
2.	Develops a preventive maintenance program for heating, air conditioning and other mechanical equipment; participates in and assures implementation of the preventive maintenance program.
3.	Recommends repairs or replacement of mechanical equipment; inspects and approves repairs and replacements purchased or ordered; performs brazing, soldering and welding duties as needed; authorizes emergency repairs as needed.
4.	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 test equipment to assure proper and safe operating conditions.
5.	Lubricates heating, ventilating and refrigeration motors, pumps, fans and related equipment; regenerates water softeners.
6.	Rebuilds and replaces water pumps; replaces pressure and temperature safety valves.
7.	Inspects and repairs boilers; test water samples and adjust chemical feeding equipment for proper water treatment.
8.	Checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots; repairs pipes as necessary
9.	Communicates with students, staff, instructors, various departments, outside organizations and others to provide and receive information and assistance related to work activities; attends meetings as required.
10.	Purchases supplies and parts from vendors; recommends repair work to be contracted outside; prepares and maintains logs and records related to daily activities as required.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.

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13.	Performs related duties as assigned.
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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The HVAC Mechanic Coordinator maintains frequent contact with coworkers, various District departments, students, vendors and outside agencies.

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**EDUCATION AND EXPERIENCE**Minimum Qualifications

High school diploma or GED

Minimum five (5) years journey-level experience in the maintenance and repair of heating and air conditioning equipment, including experience in a lead capacity

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**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 air conditioning and heating systems and boiler operations

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

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 supervise the preventive maintenance and repair of heating and air conditioning and other mechanical equipment at a District campus

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 analyze situations correctly and adopt an effective course of action

Ability to train and direct the work of others

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's License  
A valid Boiler Certification (may be required)

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**TRAINING REQUIREMENTS**

Asbestos Awareness (2 hrs)  
Confined Space  
Industrial Truck/Forklift Certification  
Lead Awareness  
Lockout/Tagout  
Respiratory Protection  
Utility Cart Certification

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**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.

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