



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Maintenance Foreperson HVAC		
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	43		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Director of Physical Plant or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Maintenance Foreperson HVAC plans, organizes, and oversees work for the maintenance, repair, and installation of heating and air conditioning equipment and performs highly skilled heating and cooling maintenance and installation work. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification train and oversee the work procedures and outcomes of others. This job class requires a high degree of technical knowledge, skill, and ability in the area of heating and air conditioning equipment operation and installation.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

Essential Functions:

- Plans, organizes, schedules, oversees, and performs journey level technical work related to the proper installation, operation, service, repair, adjustment, testing, and maintenance of the District's heating and air conditioning equipment.
- Oversees the work procedures and outcomes of HVAC technicians engaged in installation, operation, service, repair, adjustment, testing, and maintenance work.
- Reviews current inventory, plans future inventory needs, and orders necessary equipment and supplies.
- Maintains a variety of records and logs related to ordering, receipt, installation, service, repair, adjustment, testing, maintenance and operation of equipment.
- Installs, maintains, services, repairs, adjusts, and tests a variety of equipment including air conditioning units, electrical motors, control systems, heat pump systems, and commercial/domestic kitchen and laundry equipment.

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- Designs, installs, maintains, adjusts, repairs, and tests electrical automatic controls for unit and area fans, boilers, cooler towers, and chillers.
- Programs, tests, adjusts, troubleshoots, and repairs microprocessor-based energy management control systems and equipment.
- Prepares operating budget for heating and air conditioning area.
- Designs air conditioning and controls for remodel projects as needed.
- Performs all HVAC work in conformance with building and safety codes.
- Performs filter changing, greasing, and oiling of equipment, and machine room cleanup.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- The methods, procedures, equipment, and tools related to commercial/industrial heating and air conditioning equipment and component installation, operation, maintenance, adjustment, service, repair, and testing.
- Safety rules, policies, codes, and regulations related to HVAC equipment installation, operation, maintenance, service, testing, adjustment, and repair.
- Effective customer service methods and techniques.
- Effective listening, verbal, and written communication skills.
- Basic mathematical operations necessary for inventory control, ordering, receiving, installing, operating, maintaining, servicing, testing, adjusting, and repairing heating, air conditioning, and related equipment.
- Safe use, maintenance, and storage of tools and equipment
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.

Ability to:

- Perform highly skilled installation, operation, maintenance, service, testing, adjustment, and repair work associated with HVAC equipment and related components.
- Organize, prioritize, and accomplish assigned work within established time frames.
- Train, schedule, and oversee the work procedures and outcomes of others.
- Safely use and operate a variety of tools and equipment used for HVAC installation, operation, maintenance, testing, adjustment, and repair purposes.
- Understand and carry out complex instructions independently.
- Quickly and effectively diagnose HVAC maintenance, service, and repair problems and take appropriate action.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Maintain accurate work logs and records.

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- Effectively communicate orally and in writing.
- Perform basic mathematical calculations accurately.
- Effectively and safely work on ladders, scaffolding, rigging, and roofs of varying heights.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.

QUALIFICATIONS

Experience Required:

- Combination of education, training, and experience equivalent to five years' experience in heating and air conditioning maintenance including experience maintaining electrical controls.

License and Certifications Required:

Possession of or ability to obtain within 90 days of employment

- A valid and appropriate California Driver's License.
- EPA 608 Certification.

Education Preferred:

- High school graduate or equivalent
- Two years college-level coursework related to duties and employment standards.

APPROVALS

Date Created/Revised: 2/1988 / 10/2019

Cabinet Reviewed: 10/2019

Board Approved: 12/18/2019

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)