



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

<b>POSITION TITLE:</b>	Maintenance HVAC Technician		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	38		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Director of Physical Plant or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Maintenance HVAC Technician performs general skilled tasks and operations involved in the maintenance, repair, and installation of the District's heating and air conditioning equipment. Employees in this classification receive general supervision within a framework of standard policies and procedures and may oversee work procedures and outcomes for specific projects as assigned. This job class requires technical knowledge and skill in heating and air conditioning equipment operation and installation and the ability to perform semi-skilled general maintenance operations. This job class functions at a journey level of classification.

**TYPICAL DUTIES**

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

*Essential Functions:*

- Under general supervision, performs maintenance, repair, and installation of the District's heating and air conditioning equipment.
- Installs, maintains, services, repairs, adjusts, and tests a variety of cafeteria equipment, including stoves, ovens, refrigeration-units, automatic dishwashers, ice making machines, steam cookers/kettles, and other related machinery.
- Installs, maintains, services, repairs, adjusts, and tests electrical controls relating to air conditioning and heating units.
- Installs, maintains, services, repairs, adjusts, and tests circulating pumps, motors, and valves in mechanical rooms.
- Changes filters and unit fans as required for proper functionality.
- Lubricates, adjusts, and replaces belts and linkages on fans and motors as required for proper functionality.
- Replaces and adds freon and oil in chiller units as required for proper functionality.

**POSITION DESCRIPTION****POSITION TITLE: Maintenance HVAC Technician**

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- Maintains proper functionality of fire screens and shotlinkage in air ducts.
- Installs, maintains, services, repairs, adjusts, and tests domestic and commercial laundry equipment
- Recommends parts and equipment purchases, obtains price quotes, and processes orders for approved purchases.
- Programs, tests, adjusts, troubleshoots, and repairs microprocessor-based energy management control system and equipment.
- Designs, modifies, installs, maintains, repairs, and tests new and existing duct work.
- Maintains, services, repairs, and tests natural gas and water lines.
- Installs, maintains, services, repairs, adjusts, and tests heat pumps, gas regulators, air lines, chillers, and compressors.
- Maintains a variety of records and logs related to the installation, maintenance, servicing, repair, adjustment, testing, and operation of HVAC equipment.
- Performs all HVAC work in conformance with building and safety codes.
- Oversees work procedures and outcomes of others in a lead capacity as assigned.
- 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, services, 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:*

- Read, interpret, and accurately work from blueprints, sketches, and diagrams.
- Perform 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.

**POSITION DESCRIPTION****POSITION TITLE: Maintenance HVAC Technician**

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- Maintain accurate work logs and records.
- Understand and carry out complex instructions with general supervision.
- Safely use and operate a variety of tools and equipment used for HVAC installation, operation, maintenance, testing, adjustment, and repair purposes.
- Quickly and effectively diagnose HVAC maintenance, service, and repair problems and recommend and take appropriate action.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Effectively communicate orally and in writing.
- Perform mathematical calculations accurately.
- Oversee the work procedures and outcomes of others in a lead capacity as assigned.
- 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 two years' experience in wiring and controls and heating and air conditioning maintenance.

*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
- One year of college-level coursework related to duties and employment standards.

**APPROVALS**

Date Created/Revised: 2/1988 / 7/2001 / 10/2019

Cabinet Reviewed: 10/2019

Board Approved: 12/18/2019

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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)