HVAC MECHANIC COORDINATOR
JOB #FCC858
$4,277 - $5,194 per month

This is a classified position subject to a one-year probationary period.

DATE POSTED: May 11, 2015
CLOSING DATE: May 29, 2015
POSITION LOCATION: Fullerton College – Physical Plant/Facilities
SCHEDULED SHIFT: 6:00 a.m. to 2:30 p.m., Monday through Friday
STARTING DATE: As soon as possible

TYPICAL DUTIES
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. Plan, organize, coordinate and direct the HVAC operations and activities of the assigned area; train and provide work direction and guidance to others as directed. Develop a preventive maintenance program for heating, air conditioning and other mechanical equipment; participate in and assure implementation of the preventive maintenance program. Recommend repairs or replacement of mechanical equipment; inspect and approve repairs and replacements purchased or ordered; perform brazing, soldering and welding duties as needed; authorize emergency repairs as needed. Diagnose mechanical and electrical problems; repair or replace 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; monitor and test equipment to assure proper and safe operating conditions. Lubricate heating, ventilating and refrigeration motors, pumps, fans and related equipment; regenerate water softeners. Rebuild and replace water pumps; replace pressure and temperature safety valves. Inspect and repair boilers; test water samples and adjust chemical feeding equipment for proper water treatment. Check and replace thermo-couples and pilot generators; clean and adjust pilots; repair pipes as necessary. Communicate with students, staff, instructors, various departments, outside organizations and others to provide and receive information and assistance related to work activities; attend meetings as required. Purchase supplies and parts from vendors; recommend repair work to be contracted outside; prepare and maintain logs and records related to daily activities as required. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND minimum five (5) years journey-level experience in the maintenance and repair of heating and air conditioning equipment, including experience in a lead capacity.

Ability to: Work from blueprints, shop drawing and sketches; use a variety of tools and equipment utilized in the basic trade; supervise the preventive maintenance and repair of heating and air conditioning and other mechanical equipment at a District campus; operate a personal computer to adjust schedules of heating and air conditioning units within pre-established programs; plan, organize and prioritize work; meet schedules and time lines; analyze situations correctly and adopt an effective course of action; train and direct the work of others; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

Knowledge of: Applicable District codes and ordinances; materials, tools, and equipment utilized in heating, ventilating and refrigeration; air conditioning and heating systems and boiler operations; proper methods of storing equipment, materials and supplies; basic electrical theory; welding and soldering techniques; health and safety regulations; record keeping techniques.
The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at http://www.nocccd.edu/Departments/HR/UnlawfulDiscrimination.htm

TRAINING REQUIREMENTS

The following must be completed after hire: Asbestos Awareness (2 hours); Confined Space; Industrial Truck/Forklift Certification; Lead Awareness; Lockout/Tagout; Respiratory Protection; Utility Cart Certification; valid Boiler Certification (may be required).

WORKING RELATIONSHIPS

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

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 chemical and materials.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application. (All sections must be completed.)
   - Applicants must answer all questions in the "General Information" section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.
2) Copy of Driver's License:
   - Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #FCC858, HVAC Mechanic Coordinator, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before May 29, 2015, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists.

Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). In some locations, may require licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.