HVAC MECHANIC I
JOB #CCC729

$3,275 - $3,960 per Month
The District pays employee's portion of PERS retirement contribution.
This is a classified position subject to a one-year probationary period.

DATE POSTED: March 24, 2014
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: April 22, 2014

POSITION LOCATION: Cypress College – Physical Plant

SCHEDULED SHIFT: 7:00 a.m. – 3:30 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for assisting in the repair, inspection, servicing and installation of heating, ventilating and air conditioning systems, and related equipment and facilities. Inspect, repair, adjust and assist in installing refrigeration units, isolated heating and ventilating units and gas operated equipment; perform preventive maintenance activities as assigned. 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. Service heating, ventilating and refrigeration motors, pumps, fans and related equipment; re-generates water softener. Rebuild and replace water pumps; replace pressure and temperature safety valves. Inspect, repair and clean boilers and assure water is properly treated for PH control; test water samples and adjust chemical feeding equipment for proper water treatment. Perform brazing, soldering and welding as necessary. Assist other HVAC personnel in performing duties as required. Maintain routine logs and records related to daily activities; assist in ordering supplies and materials as needed. Learn and apply emerging technologies and 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 sufficient experience in the maintenance and repair of heating and air conditioning equipment to demonstrate the knowledge, skills and abilities listed below.

Ability to: Work from blueprints, shop drawing and sketches; use a variety of tools and equipment utilized in the basic trade; 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; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: Applicable District codes and ordinances; the materials, tools, and equipment utilized in heating, ventilating and refrigeration; proper methods of storing equipment, materials and supplies; basic electrical theory; welding and soldering techniques; health and safety regulations; record keeping techniques; boiler operations.

WORKING RELATIONSHIPS
The HVAC Mechanic I completes assigned tasks under direction.

SPECIAL REQUIREMENTS
A valid California Driver's License.
TRAINING REQUIREMENTS (After Hire)
Asbestos Awareness (2 hrs.); Confined Space; Industrial Truck/Forklift Certification; Lead Awareness; Lockout/Tag out; 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.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1. DISTRICT CLASSIFIED APPLICATION REQUIRED
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2. Copy of valid California Driver’s License:
   Must be submitted with application. Applications submitted without a copy of California Driver’s License 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 #CCC729, HVAC Mechanic I, 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 April 22, 2014, 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 special 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.

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. 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 www.nocccd.edu