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. Performs related duties as assigned.
OTHER FUNCTIONS

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

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum five (5) years journey-level experience in the maintenance and repair of heating and air conditioning equipment, including experience in a lead capacity

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

SPECIAL REQUIREMENTS
A valid California Driver’s License
A valid Boiler Certification (may be required)

TRAINING REQUIREMENTS
Asbestos Awareness (2 hrs)
Confined Space
Industrial Truck/Forklift Certification
Lead Awareness
Lockout/Tagout
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.