Job Title: HVAC Mechanic I  
Range: 34  
Date Revised:  
Date Approved: April 8, 2003

PRIMARY PURPOSE
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.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Inspects, repairs, adjusts and assists in installing refrigeration units, isolated heating and ventilating units and gas operated equipment; performs preventive maintenance activities as assigned.

2. 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.

3. Services heating, ventilating and refrigeration motors, pumps, fans and related equipment; regenerates water softener.

4. Rebuilds and replaces water pumps; replaces pressure and temperature safety valves.

5. Inspects, repairs and cleans boilers and assures water is properly treated for PH control; tests water samples and adjusts chemical feeding equipment for proper water treatment.

6. Performs brazing, soldering and welding as necessary.

7. Assists other HVAC personnel in performing duties as required.

8. Maintains routine logs and records related to daily activities; assists in ordering supplies and materials as needed.

9. Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.

10. Performs related duties as assigned.

OTHER FUNCTIONS

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

High school diploma or equivalent
Sufficient experience in the maintenance and repair of heating and air conditioning equipment to demonstrate the knowledge, skills and abilities listed below.

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 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
Knowledge of boiler operations
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 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 understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
A valid California Driver’s License

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.