

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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 exchangers, 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; re-generates 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.

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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.
