Job Title: HVAC Mechanic II
Range: 41
Date Revised: 
Date Approved: April 8, 2003

PRIMARY PURPOSE
This position is responsible for performing skilled work in the maintenance, 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. Performs preventative maintenance daily inspections, repairs, adjustments and installation of refrigeration units, cooling towers, heating and ventilating units and gas operated equipment.

2. 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 tests equipment to assure proper and safe operating conditions.

3. Lubricates heating, ventilating and refrigeration motors, pumps, fans and related equipment, regenerates water softeners.

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

5. Inspects and repairs steam and hot water boilers; tests water samples and adjusts chemical feeding equipment for proper water treatment.

6. Checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots; repairs pipes as necessary.

7. Performs brazing, soldering and welding duties.

8. Communicates with students, staff, instructors, various departments, outside organizations and others; provides and receives information and assistance related to work activities.

9. Maintains routine logs and records related to daily activities; requisitions materials and supplies according to established procedures.

10. Trains and provides work direction and guidance to others as directed and assists other maintenance personnel as needed.

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
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

WORKING RELATIONSHIPS
The HVAC Mechanic II maintains frequent contact with various District departments and personnel, coworkers, and outside vendors.

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum three (3) years journey-level experience in the maintenance and repair of heating and air conditioning equipment

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 train and direct the work of others
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.