

TITLE: HVAC & Controls Technician

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general direction, performs journey-level duties in the repair, maintenance, servicing, and inspection of HVAC systems. Maintains and adjusts the full range of heating and cooling systems and balances and monitors ventilation and refrigeration equipment throughout the District using energy management control systems (EMS). Serves as lead worker to other classified staff in the area.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Maintains, inspects, troubleshoots, and repairs heating, ventilation, air conditioning, and cooling (HVAC) systems.
2. Coordinates and executes the replacement and reprogramming of energy management systems hardware.
3. Configures, analyses, and enhances programs to balance the energy management system.
4. Analyzes, troubleshoots, modifies, and repairs chillers, ice making, and other building cooling systems. Researches, purchases, and inventories equipment, parts, chemicals, and other supplies.
5. Assists with the boiler system operations, including the inspection and modification of boiler and pump systems.
6. Maintains geothermal systems throughout the district.
7. Evaluates preliminary design plans and specifications for remodels, upgrades, or new construction.
8. Responds to critical needs and emergencies.
9. Monitors work done by outside contractors for adherence to local, state and federal code requirements, and reports violations.
10. Directs the work of students and short-term, non-continuing (STNC) employees.
11. Serves as a lead worker to other classified staff in the area.

KNOWLEDGE OF:

1. Energy management systems, heating, ventilation systems, air conditioning and refrigeration systems.
2. Use and maintenance of trade specific materials, tools, instrumentation, and equipment.
3. Techniques, tools, and principals involved in the review of precision technical plans, blueprints, drawings, and models.
4. Physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical and electrical structures and processes.

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KNOWLEDGE OF – Continued

5. Operation of building automation systems.
6. Applicable health, building, and safety code requirements.
7. Relevant local, state, and federal rules and regulations, policies and procedures.
8. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Operate and use tools and equipment skillfully and safely.
2. Perform physical labor.
3. Read and comprehend plans and blueprints.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous and professional manner.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED and completion of an apprenticeship program required.

EXPERIENCE:

4+ years journeyman experience working as an HVAC technician in a commercial, industrial or large facilities environment

OTHER REQUIREMENTS:

- Current and valid Environmental Protection Agency Refrigeration Recovery certification required.
- Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, walking, or crawling.
- Must be able to safely use manual tools and power equipment common in the construction trades.
- Must be able to handle hazardous materials safely and tolerate exposure to electrical hazards as well as environmental hazards such as molds and various solvents.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).