

## MOUNTAIN VIEW SCHOOL DISTRICT

### MAINTENANCE WORKER III - HEATING, VENTILATION, AIR CONDITIONING

#### DEFINITION:

Under direction, to perform skilled work in installing, repairing, and maintaining refrigeration, heating, ventilation, and air conditioning equipment and systems; to perform semiskilled and skilled duties in other maintenance trade areas; and to do other related work as required.

#### ESSENTIAL DUTIES:

1. Inspects, repairs, maintains, and services refrigeration, heating, ventilation, and air conditioning equipment and systems.
2. Installs, replaces, and repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats switches, gauges, tubing, and pipes.
3. Cuts, binds, and joins to install and replace tubing and pipes.
4. Tests systems by utilizing pressure tests, and balances air conditioning systems.
5. Tests joints and insulates pipes pertaining to refrigeration, heating, or air conditioning systems.
6. Fabricates, repairs, and installs duct work and covers.
7. Connects motors to control panels and control panels to power sources.
8. Adjusts valves, thermostats, fans, and controllers.
9. Tests for defective parts and malfunctions.
10. Inspects refrigeration, ventilation, heating, and air conditioning units and replaces transformers, valves, pressure regulators, and pumps.
11. Plans, organizes, and lays out assigned skilled tasks.
12. Estimates labor and material project costs.
13. Maintains a variety of preventative maintenance records.
14. Coordinates, organizes and directs the work of other maintenance personnel.
15. Drives a service vehicle to and from work sites.
16. Removal and installation of HVAC units.
17. Programs monitors and adjusts wifi based thermostat software.

#### QUALIFICATIONS:

Knowledge of:

1. Methods, materials, tools, and equipment used in the maintenance and repair of refrigeration, ventilation, heating, and air conditioning equipment.
2. Building codes, policies, regulations, and guidelines pertaining to the typical school district refrigeration, ventilation, heating, and large air conditioning systems.
3. Safe working methods and procedures.

Ability to:

1. Skillfully repair, maintain, and overhaul refrigeration, ventilation, heating, and air conditioning equipment.
2. Work from blueprints, shop drawings, and sketches, manuals, and diagrams.
3. Plan, layout, and coordinate the work of others.
4. Accurately estimate labor and material costs.
5. Maintain simple records and prepare complete and concise reports.
6. Understand and carry out oral and written directions.
7. Establish and maintain cooperative working relationships.

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**PHYSICAL DEMANDS:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
2. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
3. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
4. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.
5. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Two years of experience as a journey level heating, ventilation, air conditioning maintenance worker.

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in the maintenance and repair of modern refrigeration, ventilation, heating, and commercial air conditioning equipment.

**License Requirement:**

Possession of a valid California Motor Vehicle Operator's License

Possession of an EPA 608 Universal Technician Certification

**Condition of Employment:**

Insurability by the District's liability insurance carrier.

Must receive asbestos awareness training within the first 60 days of employment.

May receive additional ACBM training if the employee works in an area in which asbestos building materials may be disturbed.

Board approved: May 17, 2023 (revised)