

FRESNO UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Lead HVAC & Refrigeration Mechanic	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	261 Days
BOARD APPROVAL:	May 19, 2021	SALARY:	FTA – Trades Hourly Salary Schedule Grade M-23

Basic Function:

Perform skilled mechanical and electrical work in the inspection, service, installation, replacement, repair and alteration of heating, air-conditioning and refrigeration systems and related equipment. Perform duties as a working lead, coordinating HVAC Technician(s) work while providing hands-on participation regarding the installation, operation, and maintenance of heating, ventilation and air-conditioning equipment and associated systems.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities with this classification, but is intended to accurately reflect the principal job elements.)

Leads, directs, participates in, and provides insight into the maintenance and improvements of HVAC and related system operations and computerized maintenance management systems that support work order management and preventative, corrective, and predictive maintenance programs associated with HVAC mechanical and electrical systems and auxiliary equipment. *E*

Install, replace, service, maintain, troubleshoot and repair heating, air conditioning and refrigeration systems and equipment such as water systems, and refrigeration and freezing equipment; perform maintenance on equipment as required. *E*

Repair and adjust low pressure heating and ventilation equipment. *E*

Diagnose malfunctions and determine repair needs; tests for defective parts. *E*

Inspect, repair, maintain, rebuild and replace reciprocating and centrifugal compressors; clean rodding; maintain and service water towers, closed water systems, water pumps and other related equipment. *E*

Repair, install, replace, and maintain pneumatic control systems, including air compressors, low and high voltage control systems and related sensory instrumentation and controls for appropriate air flow. *E*

Service, repair, maintain and replace air blowers, exhaust fans, ventilators, coolers, gas fired heating equipment. *E*

Test systems and joints; insulate pipes pertaining to heating or ventilation systems. *E*

Repair and install duct work and covers. *E*

Operate and maintain a variety of specialized hand and power tools and equipment; drive a District vehicle to conduct work. *E*

Install, repair, and replace window units, heat pumps, DX and complex MZ units; maintain low- and high-pressure water chilling equipment. *E*

Service, repair, replace and maintain walk-in freezers, domestic and commercial food storage refrigerators, ice machines, water and beverage coolers and other related equipment. *E*

Assure work completed and in progress comply with applicable EPA laws, rules and regulations. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and training equivalent to HVAC & Refrigerant Mechanic apprenticeship program and five years journey-level HVAC and Refrigerant work experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid Environmental Protection Act (EPA) Refrigerant Recycling certification; successfully pass a Class B physical exam.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, and equipment used in the maintenance and repair of ventilation and heating equipment.

Building codes, policies, regulations, and guidelines pertaining to typical school District ventilation and heating systems.

Section 608 of the federal Clean Air Act and related EPA regulations.

Safe working methods and procedures.

Proper use of refrigerant recovery equipment and safe disposal of refrigerant containers.

Technical aspects of field of specialty.

Health and safety regulations.

ABILITY TO:

Perform journey-level repair, maintenance, replacement, and installation of ventilation, heating and food storage refrigeration equipment.

Work from blueprints, shop drawings, sketches, manuals, and diagrams.

Observe legal and defensive driving practices.

Maintain records and prepare complete and concise reports.
Understand and follow oral and written directions.
Establish and maintain cooperative working relationships.
Operate, adjust and service specialized equipment used in the basic trade.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work; subject to fumes and noise from air conditioning and refrigeration equipment.

PHYSICAL ABILITIES:

Lifting and carrying heavy objects; climbing ladders; walking and standing for extended periods of time; bending at the waist; kneeling or crouching; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; dexterity of hands and fingers to operate hand tools and specialized equipment.

HAZARDS:

Electrical power supply and high voltage; working in a cramped or restrictive work chamber; exposure to vapors and fumes.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions