
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

HVAC/MAINTENANCE WORKER

DEFINITION OF POSITION

Under the direction of the Facilities Coordinator, conducts repairs and preventative maintenance of district HVAC systems, buildings, related physical structures, equipment, and grounds.

EXAMPLES OF DUTIES - Important duties may include, but are not limited to, the following:

1. Performs emergency and scheduled preventative general maintenance and repair on all district HVAC systems;
2. Repairs pumps, motors, transformers, heaters, wiring, switches, generators, and fans;
3. Uses electrical test equipment;
4. Runs electrical conduit;
5. Repairs pneumatic, hydraulic, electrical, or electronic equipment and components;
6. Checks for gas leaks;
7. Installs and maintains air conditioning units, condensers, compressors, evaporators, expansion and discharge valves, temperature and humidity controls;
8. Services and replaces air filters;
9. Repairs and maintains boilers, cooling towers, coil fans;
10. Chemically treats boiler water;
11. Uses gas and electric welders;
12. May make routine purchases of small parts and supplies;
13. Services oxygen, nitrogen, and nitrous oxide equipment;
14. May do other routine maintenance work around the district as required;
15. Performs other related duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Knowledge of tools, materials, methods and terminology used in the building and HVAC trades;
2. Knowledge of safety procedures and practices relating to the building trades;
3. Knowledge of the methods and practices used in the maintenance of buildings, equipment, tools and machinery;
4. Knowledge of the methods and materials used in cleaning various types of surfaces;
5. Knowledge of oral and written communication skills
6. Knowledge of applicable laws, codes, regulations, policies, and procedures;
7. Knowledge of Interpersonal skills using tact, patience and courtesy;
8. Knowledge of operation of various grounds, maintenance, HVAC, and custodial equipment and tools;
9. Knowledge of health and safety rules and regulations;

10. Ability to conduct repair and perform preventative maintenance of HVAC systems, buildings, and related equipment;
11. Ability to work from sketches, drawings and blueprints;
12. Ability to use required tools and equipment safely and skillfully;
13. Ability to communicate effectively both orally and in writing;
14. Ability to establish and maintain cooperative and effective working relationship with others;
15. Ability to analyze situations accurately and adopt an effective course of action;
16. Ability to meet schedules and time lines;
17. Ability to work independently with little direction;
18. Ability to plan and organize work;
19. Ability to prepare records and reports related to assigned activities.
20. Ability to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
21. Ability to do heavy physical labor;
22. Ability to climb ladders and scaffolding.

EXPERIENCE

Five years journey-level experience in HVAC maintenance and repair.

EDUCATION

Graduation from high school or equivalent

REQUIRED LICENSES/CERTIFICATES

Valid California Drivers License
EPA Universal Type C.F.C. Certification

HVAC/Maintenance Worker

Salary Range: L

REVISED: 08/17/2010

BOARD APPROVED: 08/17/2010