

## HEATING, A/C, & REFRIGERATION TECHNICIAN

### **DEFINITION**

Under supervision, to perform skilled work in installing, inspecting, repairing, and maintaining refrigeration, heating, ventilation, and air conditioning systems and equipment; and to assist in skilled and semiskilled duties in other maintenance trades.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Installs, inspects, repairs, maintains, and/or services refrigeration, heating, ventilation, and air conditioning equipment and systems including condensers, evaporators, water cooling towers, motors, air handling units, furnaces, reciprocating chillers, pumps, furnaces, ducting, and analog and digital timeclocks.
2. Performs skilled repair on large multi-zone systems, compressors, boilers and related equipment.
3. Adjusts, repairs or replaces defective parts such as electric, electronic and pneumatic controls, thermostats, metering devices, heater controls and anticipators, pressure controls, safety valves, automatic gas valves, motor controllers, magnetic starters, combustion air blowers, switches and relays.
4. Tests systems for leaks, faults, and loss of pressure; evacuates and purges refrigerants from systems, recharging units as necessary.
5. Maintains records of refrigerant recovery and recycling in compliance with Environmental Protection Agency regulations.
6. Cuts, binds, and joins to install and replace tubing and pipes.
7. Tests systems by utilizing pressure tests, and balancing air conditioning systems; tests joints and insulates pipes pertaining to refrigeration, heating, or air conditioning systems.
8. Fabricates, repairs, and installs duct work and covers.
9. Connects motors to control panels and control panels to power sources; connects and disconnects wiring from 24 single phase voltage to 480 three phase voltage.
10. Tests for defective parts and malfunctions.
11. Maintains tools and equipment in good condition.
12. Plans and organizes assignments effectively.
13. Estimates labor and material costs; maintains record of work performed and materials used.
14. Drives a District vehicle to and from work sites.
15. Loads and unloads truck; transports, lifts, and carries tools, equipment, and supplies.
16. May provide direction to maintenance assistants.
17. Performs other related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Methods, materials, tools, and equipment used in the installation, maintenance, and repair of refrigeration, ventilation, heating, and air conditioning systems and equipment; electrical theory; building codes and air quality regulations pertaining to refrigerant recovery; safe working methods and procedures.

#### **Ability to:**

Skillfully install, repair, maintain, and overhaul refrigeration, ventilation, heating, and air conditioning equipment; proficiently use hand and power tools; read blueprints, diagrams, and manuals; safely work with live control and supply voltage; learn, understand and apply new theory and technology; maintain accurate records; estimate labor and material costs; perform heavy manual labor; communicate

effectively; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

**Education/Experience:**

Any combination equivalent to: Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance; three years of experience in the installation and repair of heating and air conditioning systems. Three years of experience as a CUSD Heating and Air Conditioning Assistant or three years of experience as a CUSD maintenance trades employee and completion of approved coursework and training will be considered qualifying for Heating, AC, and Refrigeration Technician trainee.

**License/Certificate Requirement:**

Possession of a valid California Driver's License

Possession, or ability to obtain within six months of appointment, an Environmental Protection Agency Universal Recovery Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an indoor and outdoor setting, with travel from site to site, working from heights and within confined spaces, exposure to all types of weather and temperature conditions, electrical energy and high voltage, noise, dust, grease, fumes, and potentially hazardous chemicals, solvents, and oils.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.