

**HEATING & AIR CONDITIONING ASSISTANT**

**DEFINITION**

Under supervision, to perform preventive maintenance and repair of heating, air conditioning, and ventilation systems; to assist Heating and Air Conditioning Technicians; and to assist in 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. Assists with the installation, repair, and maintenance of heating, ventilating, and air conditioning systems, tests system for leaks, faults, loss of pressure, or other malfunctions.
2. Conducts preventive maintenance by changing air and furnace filters on an established schedule; lubricates, cleans, and/or adjusts heating, ventilating, refrigeration, air conditioning motor, pumps, fans and other equipment.
3. Cleans and adjusts ignition systems.
4. Calibrates, adjusts, and repairs electric, electronic controls.
5. Cleans fans, vents and ducts.
6. Conducts inspections; evacuates refrigerants from systems.
7. Maintains records on refrigerant recovery and recycling in compliance with Environmental Protection Agency regulations.
8. Recharges units as necessary.
9. Erects, climbs, and works from ladders; maintains records of work performed and materials used.
10. Drives a District vehicle to and from work sites.
11. Loads and unloads trucks; transports, lifts, and carries tools, supplies and equipment.
12. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Methods, materials, tools, and equipment used in the repair, installation and maintenance of heating and air conditioning equipment; various types of automatic controls; regulations pertaining to recovery and recycling of refrigerants; safe working methods and procedures.

**Ability to:**

Assist in the repair and maintenance of heating, ventilating, and air conditioning systems; use and maintain mechanical tools; read and interpret blueprints, schematics and manuals; safely use chemicals and reagents; 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; two years experience in mechanical maintenance including a minimum of six months experience in electronic and/or pneumatic controls. Two years experience as a CUSD employee with demonstrated mechanical aptitude will qualify for Heating and Air Conditioning Assistant Trainee.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

Possession of an EPA Certificate is desired.

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**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.

05/01  
Revised 9/03; 4/06;7/07