



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 – (951) 765-5100

SKILLED MAINTENANCE WORKER III - HVAC

JOB SUMMARY

Under general supervision to Maintenance Supervisor, to lead and participate fully in a variety of skilled, journey level craft work in the maintenance, repair, construction and upkeep of school buildings, facilities, and miscellaneous equipment; perform skilled craft work in one or more of the building maintenance trades; have completed apprenticeship or equivalent training in one or more of the trades utilized in the maintenance of District facilities and have achieved journey level status; and to do other related work as may be required.

ESSENTIAL FUNCTIONS

- Perform skilled maintenance, repair, replacement and construction work;
- Inspect and direct work of helpers;
- Plan and lay out assigned tasks; prepare estimates of labor and material costs for jobs;
- Prepare and maintain records;
- Determine necessary materials and supplies needed and requisition as needed;
- Check operation of new equipment prior to delivery and use;
- Check that tools and equipment used in the trade are properly used and cared for;
- Analyze problem areas and determine courses of action necessary for the installation, maintenance, or repair of District buildings, facilities and equipment;
- Work from diagrams, blueprints, plans, rough drawings specifications or verbal instructions;
- Write specifications for equipment and projects;
- Train others in trade maintenance and repair or in the performance of skilled trade duties;
- Examine work sites for needed repairs and maintenance;
- Recommend priorities for repair and/or maintenance projects;
- Advise on projects performed by outside contractors, volunteers and students;
- Perform tasks in other maintenance areas as a helper or independently.

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- Methods, techniques, materials, tools and equipment used in the building trades, including carpentry, plumbing, painting, electrical;
- Low voltage controls, Energy Management Systems operations and programming, specifically NOVAR, Honeywell and Carrier EMS programs;
- Master clock/clock and bell systems;
- Fire alarm initiation and signaling systems,
- Intercommunication systems;
- Security systems;
- Telephone communications (both key systems and single line);
- Computers and systems (DOS & IBM compatible);
- Heating, air conditioning, locksmithing, masonry and glazing work;
- NEC and other applicable electrical codes;
- Electronics, test equipment, schematics and logic diagrams;
- Building plans and blueprints;
- Safe working methods, practices and procedures;
- Laws applicable to construction and layout requirements.

ABILITY TO

- Perform skilled, journey-level work in one or more of the building trades;
- Diagnose, test, repair and/or replace all of the following type HVAC systems, chiller/boilers, gas pack units, heat pump units, portable classroom wall-mounted units, and split systems;
- Work in conjunction with other HVAC personnel and the Maintenance Supervisor to develop, implement and keep accurate records for an HVAC Preventative Maintenance Program
- Skillfully use a variety of hand and power tools, machines and equipment utilized in the building trades;
- Plan and layout work, including estimating time and material costs;
- Perform basic techniques of supervision;
- Interpret and work from blueprints, schematics, sketches and shop drawings;
- Maintain records and prepare reports as required;
- Provide lead supervision in coordinating and directing the work of others;

SKILLED MAINTENANCE WORKER III – HVAC (CONTINUED)

EMPLOYMENT STANDARDS (Continued)

ABILITY TO (Continued)

- Demonstrate good problem-solving skills;
- Follow work & safety procedures, written & verbal instructions, and schedules;
- Organize tasks, set priorities, maintain work pace;
- Respond appropriately to direction & changes in work setting;
- Work with minimal supervision;
- Perform repetitive tasks;
- Manage multiple tasks;
- Establish and maintain an effective working relationship with those contacted in the course of work.

EDUCATION

- High School diploma or general education degree (GED) and possession of the knowledge and abilities listed above.
- Associate's degree (AA) or equivalent from a two-year college or technical school preferred.

EXPERIENCE

- Three (3) or more years of current experience at the journey level in one or more of the trades;
- Two (2) years at or equivalent to the level of Skilled Maintenance Worker II, wherein the individual has qualified for journey level maintenance experience in one or more of the building trades; and
- Four (4) or more years at a journeyman level in the HVAC trade.

REQUIRED LICENSES AND/OR CERTIFICATES

- Possession of a valid Class C California Driver's License and maintain possession of such license during the course of employment;
- Valid EPA Refrigerant card (must be obtained within 6 months following employment);
- Valid NATE HVAC Certification (must be obtained within 6 months following employment);
- Have an acceptable driving record; and qualify for insurability by the District's insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

Physical Demands: Reach, bend (up to continuously); stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, climb (to roof), reach overhead, push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 50 pounds (occasionally), to 75 pounds with assistance (up to occasionally); grasp & manipulate tools/supplies (frequently); use seeing, hearing and speaking.

Working Conditions: Indoors: schools, shop. Outdoors: school grounds, driving. Exposure to: dust/wind; seasonal temperatures (to 110 degrees); electrically and mechanically operated equipment; risk of electrical shock; working near moving mechanical parts; paint, cleaning agent & roof patch odors; power tool noise; handle drain cleaner, muriatic acid, gasoline; jackhammer & sawzall vibration.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Bargaining Unit Position.