

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD HVAC MECHANIC

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, plan, organize and coordinate the day-to-day operation of the District heating, ventilating, refrigeration and air conditioning systems; perform skilled mechanical work in repair, inspection, servicing, troubleshooting, and alteration of systems and associated equipment; assure classrooms and offices are kept at comfortable room temperatures.

REPRESENTATIVE DUTIES:

Plan, organize and perform HVAC services for the District to assure effective services; maintain prescribed standards of operations. *E*

Diagnose mechanical and electrical problems; repair or replace defective parts or equipment. *E*

Determine service and repair needs and schedule appropriate service; prepare reports as required. *E*

Perform electrical, pneumatic and mechanical testing of equipment. *E*

Operate a variety of tools and power equipment including electrical, air, water, freon and natural gas testing equipment. *E*

Coordinate, train and assign work of other employees; responsible for prioritizing daily workload to assure optimal operation of District facilities. *E*

Calibrate and test controls. *E*

Develop, implement, and maintain procedures for locating parts and equipment required for necessary repair and maintenance of equipment.

Assist in performing other skilled maintenance duties as assigned.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practice of providing training and work direction.

Proper methods, materials, tools and equipment used in the operation, maintenance and repair of HVAC and other mechanical systems.

General knowledge of building maintenance and other building trades.

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Ewing & Company

Methods and use of test equipment.
Health and safety regulations.
Record-keeping techniques.
Technical aspects of field of specialty.

ABILITY TO:

Plan and organize HVAC services to assure maximum efficiency and comfort.
Perform skilled HVAC repair and maintenance using a variety of tools and machines.
Develop and implement improved procedures and processes to maximize operational efficiency.
Provide work direction to others.
Train others in proper HVAC methods, materials and tools.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and short time lines.
Work from blueprints, shop drawings and sketches.
Working using high degree of independent judgement.
Maintain records and prepare reports.
Operate District vehicles.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: four years of training or experience which demonstrates journey-level skill in the assigned trade, and one year lead experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Climbing ladders.
Standing for extended periods of time.
Lifting moderately heavy objects.
Hearing and speaking to exchange information.
Heavy physical labor.
Seeing to diagnose problems and make repairs.

HAZARDS:

Working at heights.