

Job Description

San Ramon Valley Unified School District

Lead HVAC-R Specialist

Purpose Statement

The job of Lead HVAC-R Specialist is done for the purpose of providing support and oversight to department operations with specific responsibilities for coordinating and assisting workers; ensuring completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of HVAC workers; and support other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently in compliance with District and site requirements.
- Analyzes department plans and work environment for the purpose of indemnifying the best work location and determine the most safe and efficient approach.
- Collaborates, communicates, and coordinates with supervisor and all HVAC colleagues for the purpose of completing projects and work orders efficiently.
- Estimates time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Maintains, installs and repairs commercial and non-commercial air conditioning, heating, refrigeration and ventilation equipment for the purpose of ensuring the ongoing functioning of HVAC-R systems.
- Accesses and troubleshoots HVAC-R control systems for the purpose of ensuring units are operating correctly and within safety guidelines.
- Conserves, recovers, and recycles refrigerants used in air conditioning and refrigeration systems for the purpose of complying with federal and state regulations.
- Makes adjustments and repairs as necessary or directed for the purpose of keeping equipment in proper operating condition and making recommendations for corrective action when necessary.
- Monitors HVAC-R and EMS systems and their components for the purpose of evaluating their condition, identifying necessary repairs and recommending preventive maintenance.
- Notifies supervisor of work requirements prior to performing repairs for the purpose of taking appropriate action.
- Participates in meetings, workshops, and training for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general demolition, retrofit, installation and maintenance of HVAC-R and EMS components as necessary for the purpose of resolving functionality and safety concerns.
- Performs HVAC-R related plumbing maintenance and repair for the purpose of resolving functionality and safety concerns.

- Receives and completes work orders concerning adjustments and repair of equipment for the purpose of completing work as requested.
- Records work order requests, purchase orders, and responds to complaints for the purpose of documenting activities and/or conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance of HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: district energy management system (EMS); heating systems; boiler and chiller repair and maintenance techniques; EMS control systems; and oral and written communication skills.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job- related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Five years of experience as an HVAC-R Specialist with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent. Completion of college level or technical/trade education in HVAC-R field.

Equivalency: Any combination of work experience and training that fulfills at least five years of experience as an HVAC-R specialist.

Required Testing

None Required

Certificates and Licenses

Universal EPA/HVAC-R Technician Certificate
Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

April 19, 2022

Revised Date

Salary Grade

Range 13