

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	HVAC Engineer	Reports to:	Program Administrator/Supervisor
Department:	Maintenance/ Operations Facilities and Transportation	Classification Unit:	Classified
Board Approval:	11/10/2022	Current Salary Grade:	D
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of an assigned Program Administrator/Supervisor, perform skilled work in the maintenance, installation and repair of building heating, ventilation, and air conditioning systems and controls; and perform other related work as required.

ESSENTIAL FUNCTIONS:

- Installs smaller units, maintains and repairs heating, air conditioning and ventilation systems, HVAC, and equipment, including but not limited to compressors, evaporators, dryers, thermal expansion, valves, fans and strainers.
- Maintains heat pumps, electric heating systems.
- Establishes and maintains records of preventative maintenance programs and other records of work performed.
- Inspects and tests heating systems, repairs pneumatic, electric or electronic control systems.
- Overhauls pumps, motors, fans and related air handling and distribution equipment.
- Repairs thermostats, temperature control valves, damper operating devices, boiler controls, and safety devices.
- Repairs and installs HVAC metal louvers, housing, fan and their related parts.
- Operates, tests and repairs gas/freon piping systems and appliances.
- Lays out work, interprets blueprints and updates blueprints as necessary.
- Coordinate with administration and other personnel to complete projects and submit work orders efficiently.
- Does arc and acetylene welding, tests boiler water, covers pipe and boiler with insulation.
- Performs sheet metal layout and fabrication.
- Performs combustion analysis; adjusts burners and controls accordingly.
- Maintains swimming pool boiler and pump systems when needed.
- Assist other team members with assigned duties.
- Properly and safely inject, remove/dispose of freon and other fluids.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Safe work practices including OSHA regulations
- Building codes and regulations

- The proper operation of tools, materials, and equipment used in the HVAC trades
- Procedures used in the maintenance and repair of heating and ventilation equipment, water systems and drains
- Computerized energy management systems.
- Basic record keeping techniques.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- Handling hazardous materials.

Ability to:

- Estimate the scope of each work assignment and secure necessary tools and equipment to complete the assignment
- Work from sketches, drawings and blueprints
- Read and write English at a level sufficient to successfully perform the duties
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct the issues
- Maintain routine records
- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Safely operate and maintain a variety of job-related equipment, hand and power tools
- Significant lifting, carrying, pushing, and/or pulling
- Understand and carry out oral and written directions

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: Education equivalent to completion of a full four-year apprenticeship program in the HVAC trades.

Experience: Job-related experience within a specialized field with increasing levels of responsibility is required. Including the four-year apprenticeship program, at least six (6) years of continuous and professional work in commercial HVAC repair and installations.

Required licenses, certificates, continuing education, training and other requirements:

- Possession and maintaining of EPA Refrigerant Transition and Recovery Certification, Type 1 and Type 2 minimum is a continuous requirement
- Valid driver's license
- Forklift and scissor lift certificates.

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Outdoor work environment. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, odors, oil/grease, gasses. Driving a vehicle to conduct work. The job is performed under some hazardous conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Occasional lifting, carrying, pushing, and/or pulling, bending.

- Excessive ladder climbing and working from heights.
- Frequent climbing and balancing.
- Significant lifting, carrying, pushing, and/or pulling.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 25% sitting, 40% walking, and 25% standing.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to chemicals and fumes from paints and solvents.
- Working at heights.
- Exposure to fumes, dust, odors, oil/grease, gasses

OTHER:

Required Testing:

- N/A

Clearances:

- State mandated training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.