



HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

HVAC TECHNICIAN

JOB PURPOSE STATEMENT: The job of HVAC Technician is done for the purpose of performing skilled work and analysis in installing, repairing, and maintaining refrigeration, heating, ventilation, and air conditioning equipment and systems.

Essential Job Functions:

- **Advises** assigned maintenance support personnel to ensure that work is completed safely, accurately, and in a timely manner
- **Coordinates** with other maintenance staff to complete projects/work orders efficiently
- **Designs/plans** HVAC systems and/or projects to meet various District maintenance and facilities needs
- **Diagnoses** problems and/or failures in heating, air conditioning, and refrigeration systems to identify repair and replacement needs in order to maintain equipment and systems
- **Inspects**, repairs, maintains, and services refrigeration, heating, ventilation, and air conditioning equipment and systems
- **Installs**, replaces, and repairs valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, and pipes. Installs new HVAC units including ducting and vents; run low-voltage wiring for controls and energy systems management upgrades
- **Interprets** blueprints, plans, and schematics
- **Maintains** accounts for budget purposes
- **Orders** supplies, equipment, and tools to ensure adequate materials are available to complete assignments in a timely manner
- **Performs** unskilled and semi-skilled duties in other maintenance areas as necessary
- **Prepares** documentation to provide written support and/or convey information
- **Procures** equipment, supplies, and materials to maintain availability of required items and complete jobs efficiently
- **Repairs** systems which require skills in a maintenance trade to maintain facilities in safe, comfortable, and operating conditions
- **Requests** quotations to provide cost information
- **Responds** to emergency situations to resolve immediate safety concerns
- **Transports** various items (e.g., equipment, supplies, etc.) to provide materials at job sites, as required, to complete tasks

Other Job Functions:

- **Assists** other personnel, as needed, to support them in the completion of their work activities
- **Attends** meetings, as assigned, to convey and/or gather information required to perform duties
- **Trains** department personnel to provide necessary information on the proper use of equipment

Job Requirements - Qualifications:

Knowledge is required to perform math for appropriate practical applications; to read technical information; to create and/or compose documents; to participate in panel discussions; to solve practical problems; and to deal with a variety of concrete variables.



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Skills are required to perform multiple, highly complex, specialized, technical tasks. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in profession; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

Abilities are required to deal with a level of complexity of tasks that require significant flexibility with people; to practice discretion, independent action, and judgment when using equipment and/or working with people; to utilize a variety of equipment; and to interact with persons and/or agendas that frequently change. Specific abilities include adhering to safety practices; being attentive to detail; meeting deadlines and schedules; working under time constraints; and demonstrating keyboard/computer literacy.

Responsibility: The scope of resources utilized is significant. Significant opportunity exists for significant impact (positive or negative) on the organization's mission. Work is not normally reviewed in detail.

Working Environment: The job functions are generally performed in an indoor/outdoor environment, requiring the following significant physical abilities: lifting a minimum of 50 lbs., carrying, pushing, pulling; climbing and balancing; stooping, kneeling, crouching; reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

Educational Requirements: A high school diploma or equivalent is required.

Experience Requirements: Three years of job-related experience within specialized field is desirable. Additional coursework in related field is also desirable.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance; valid Universal EPA (Environmental Protection Agency) License, and a valid driver's license and evidence of insurability are required.

Revised: 4/10/19

Revised: 9/28/23; Board Approved 11/6/23 due to being a new position

Revised: 3/12/24