

SKILLED CRAFTSPERSON – HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)**GENERAL DESCRIPTION OF CLASS**

Under the direction of an administrator, performs complex skilled and semi-skilled duties requiring significant knowledge of heating, ventilation, and air conditioning (HVAC) systems in the inspection, maintenance and repair of campus buildings and facilities. Incumbents in this position will work closely with management and design professionals in planning, implementing, and inspecting a wide variety of construction and renovation projects.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Installs, maintains, diagnoses, rebuilds, adjusts and/or repairs heating, ventilation, and air conditioning systems for the District. *
2. Cleans and replaces filters, maintains air treatment equipment, orders, and replaces faulty parts. *
3. Inspects and repairs direct driver and belt driver, hoods, and exhaust fans as necessary; verifies and diagnoses infrastructure to support kitchen, laundry, and other equipment. *
4. Checks, installs, and repairs thermostats and adjusts, as necessary. *
5. Programs operation schedules and temperature parameters in the campus energy management system. *
6. Performs preventative maintenance utilizing journey-level HVAC practices. *
7. Reads, interprets, and works from plans, sketches and/or blueprints; reviews, comments, and provides input on plans, sketches and/or blueprints; check for conformity with codes regulations and safety orders. *
8. Repairs duct work, including routing from main source and running through subflooring, interior walls, exterior walls, and ceilings, as necessary. *
9. Performs emission air quality tests and inspections; keeps records and submits reports. *
10. Installs and repairs HVAC systems such as exhaust/fume hoods, Variable Refrigerant Flow (VRF), boilers, chillers, forced air and hydronic. *
11. Coordinates and develops projects with outside contractors and consultants, including inspecting progress and completed work by contractors for compliance with specifications and codes; prepare estimates for cost of repairs; keeps records of repairs and maintenance work; orders parts and supplies as needed; verifies orders/deliveries, invoices, and pricing, and works with outside vendors; may analyze actual costs compared to estimated cost. *
12. Operates a computer to perform data entry, access email and District announcements; utilizes computerized Maintenance Management systems to retrieve and complete work orders assigned; utilizes building automation system. *

13. Inspects refrigeration equipment to ensure satisfactory operation; performs maintenance and repair work on such equipment, as necessary. *
14. Communicates effectively with customers related to servicer work. *
15. Services and maintains shop and related equipment in proper working order. *
16. Updates and maintains information on safety and HVAC rules and regulations to ensure information and data is up to date, accurate, and compliant with rules and regulations; applies emerging technologies to include trainings, workshops, and conferences, as appropriate. *
17. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
18. Assists in campus and community emergencies and natural disasters, as needed.
19. May serve on a variety of District committees as requested.
20. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- High School Graduate or General Educational Development (GED); **AND**
- Four (4) years of journey-level experience directly related to the inspection, maintenance, and repair of heating, ventilation, and air conditioning systems.
- Or, any combination of education and experience which would provide the required qualifications for the position.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Possession of or the ability to obtain within the first 6 months of employment (during probationary period) a valid Environment Protection Agency (EPA) Section 608 Universal Technician Certification **OR** EPA 608 Type I, II, and III Certifications*.
- Required to hold and maintain a valid driver license **'if and when'** travel is required in the course of work.
- Required to travel to various District sites to perform job duties as needed as well as off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

*The District will provide training for certifications. All licenses and certificates must be maintained throughout the duration of employment with the District.

DESIRED QUALIFICATIONS:

- Associate degree* in HVAC or related discipline; **OR** the completion of a formal trade apprenticeship program.
- Education and/or training in commercial refrigeration and chillers, heating, air conditioning, boilers, electrical, and controls.
- One (1) year of experience in commercial refrigeration.
- Experience in a public education environment.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Standard practices, methods, and tools of the heating and air conditioning trade.
- Theory of heating, ventilation, air conditioning and refrigeration systems.
- Materials, methods, and tools used in the operation and repair of heating, ventilation, and air conditioning systems.
- Applicable building codes, ordinances, and regulations of state and local authorities pertaining to heating, ventilation, and air conditioning.
- Air compressor and pneumatic control operation, installation, maintenance, and repair.
- Colling tower and boiler water treatment.
- Manual and electrical tools and equipment applicable to the heating, ventilation, and air conditioning trade.
- Welding and soldering techniques.
- Occupational Health and Safety Administration (OSHA)
- Health and safety regulations related to the area of assignment.
- Technical aspects related to the area of assignment.
- Software applications and programs related to the area of assignment.
- Mobile devices and applications utilized by the District and/or college.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Computer usage for data entry, accessing email, District announcements and communications.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.

- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Perform skilled mechanical maintenance duties in the inspection, repair, installation, and alteration of District heating, ventilation, and air conditioning systems and related equipment and facilities
- Safely operate a motor vehicle during work and throughout employment with the District.
- Calibrate systems.
- Perform preventive maintenance and routine servicing of equipment.
- Diagnose defects, and install, repair, and maintain heating, ventilating, and air conditioning units.
- Make arithmetic calculations related to the specialty quickly and accurately.
- Interpret and work from plans, diagrams, and specifications.
- Use a variety of tools and machines utilized in the basic trade.
- Understand and follow verbal and written instructions.
- Work cooperatively with others.
- Perform physical labor and lift heavy objects.
- Analyze situations, including emergencies, accurately and adopt effective courses of action.
- Department and/or program policies and procedures.
- Use, operate, maintain, and repair tools and equipment.
- Learn and interpret the rules, regulations, policies, and procedures of the District and those affecting department operations.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing, and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.

- Demonstrate clear evidence of sensitivity to, and the understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 50-75 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, biohazardous, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

- **Working Conditions**

Exposure to adverse weather conditions, extreme heat or cold, noise from equipment and machinery, strong and/or toxic fumes and chemicals, high pressure gases and liquids, dusts, machinery hazards, electrical currents, working in confined spaces or overhead for extended periods of time.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.