VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HVAC LEAD

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the area supervisor, perform a variety of lead journey-level duties related to HVAC work installing, modifying, maintaining, repairing and overhauling district heating, refrigerated equipment, environmental, air conditioning, and all auxiliary systems at district facilities. Incumbents perform skilled heating, air conditioning, ventilation, controls, water treatment, and auxiliary equipment services, and maintain regulatory records pertaining to the use of refrigeration and ozone depleting substances.

REPRESENTATIVE DUTIES:

Provides lead duties in planning, organizing, directing and performing maintenance and repair of the District's heating, ventilation, air conditioning and refrigeration equipment, including, but not limited to prioritizing, scheduling, assigning and dispatching maintenance technicians to work tasks related to HVAC maintenance.

Oversees the District computer controlled energy management system. ***E***

Design, install, operate, program, maintain, troubleshoot and repair the Energy Management System's components, including controls, timing and metering devices, chillers, air handlers and related equipment in order to achieve optimum utility usage. ***E***

Maintain logs and records of equipment operations, repairs, preventive maintenance, EPA required records on refrigerants, and Air Quality required records on boiler operations. ***E***

Inspects, installs, maintains, and repairs heating, ventilation, refrigeration and air conditioning equipment including heat pumps, heating and ventilating units, air conditions with gas or electric heat, reciprocating chillers, multizone units, hot water heating boilers, cooling towers, thermal energy storage systems, pumps, air handlers, return and exhaust fans, air compressors, variable air volume systems, and refrigerators. ***E***

Reads and interprets plans, blueprints and specifications and ensures conformity with codes and safety regulations. ***E***

Observes safe work methods and safety precautions and trains others in proper and safe work methods. ***E***

Estimate time, materials, and cost involved for major equipment repairs, change-outs, and system upgrades. Designs and installs systems to be used in new construction and redesigns and alters incomplete or improper systems. ***E***

Attends training, safety meetings and other meetings as directed. ***E***

Perform safety tests on equipment as required, maintain proper water treatment/chemistry in all systems and recycle and charge refrigerants as required. ***E***

Performs troubleshooting work to locate defects in system and diagnoses problems using prints, diagrams, schematics and test equipment. ***E***

Prepares a variety of records, including work orders, progress reports, system analysis reports and requisitions, using an online or personal computer system. ***E***

Construct, repair and maintain equipment; perform basic repair and fabrication of metal items using soldering and welding equipment as needed. ***E***

Operate a variety of equipment, machinery and hand and power tools including trucks and other vehicles, personal computer, flow meters, refrigeration test equipment, gauges, meters, saws, pipe cutter and threader, trencher, soldering and welding equipment and pneumatic tools**.** *E*

Directs the work of less experienced workers.

Contact vendors to order parts as needed for HVAC equipment.

Communicate with administrators, skilled maintenance personnel, contractors and others concerning HVAC construction, maintenance and repair issues.

Must be willing to respond to emergencies in off hours as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Energy management systems and the related control, design**,** installation and maintenance of such systems and components.
EPA regulations related to the use of refrigeration and ozone depleting substances**.** Standard tools, equipment, materials, methods and techniques used in the maintenance and installation of HVAC equipment. Operation and proper maintenance of tools, equipment and machinery used in the maintenance of HVAC equipment as well as building and construction maintenance trades.
Requirements of maintaining HVAC Systems and District vehicles in good repair**.** Applicable building codes, ordinances, fire regulations and safety precautions. Proper methods of storing equipment, materials and supplies.
Health and safety practices, regulations and procedures**.** Basic math.
Record-keeping techniques**.**

ABILITY TO:

Maintain and control the District's energy management system.
Perform a variety of journey-level HVAC maintenance and repair of District facilities and equipment.
Design and install all aspects of HVAC maintenance systems, including but not limited to, electrical, plumbing and remodel of facilities.
Perform a variety of semi-skilled to skilled maintenance and repair independently or as a member of a crew.
Operate a variety of maintenance equipment including a vehicle, pipe cutter and threader, welding equipment, gauges and meters, HVAC specialty tools and a variety of hand and power tools.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work cooperatively with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Perform heavy physical labor.
Understand and follow oral and written directions. Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:
Graduation from high school, completion of a recognized apprenticeship program for HVAC and ten years of journey level experience in installation, maintenance and repair.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Valid EPA Retrieval and Reclamation Certificate.

WORKING ENVIORNMENT AND PHYSICAL DEMANDS:

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

Indoor, Outdoor and Shop Environment:
Position requires heavy lifting (over *50* pounds), standing and walking for extended periods of time, bending at the waist, climbing, crawling, kneeling, reaching, pulling, pushing, carrying, climbing ladders and working at heights or in cramped or restrictive work chambers, dexterity of hands and fingers to operate equipment, hand tools, seeing to observe needed repair and driving from site to site to conduct work.

While performing the duties of this job, the employee is regularly exposed to an outdoor and shop environment subject to adverse weather conditions and noise from equipment operation. The employee is exposed to moving mechanical parts, high voltage, Freon, gas from heaters and boilers, carbon monoxide, fumes, and dirt. Employee is subject to call-outs for emergencies and building and air temperature issues.