

# HVAC Maintenance

Corning Union Elementary

**Length of Work Year:** Year Round

**Employment Type:** Full-time

**Application Deadline:** 9/13/2019 4:00PM Pacific

**Salary:** \$20.17 - \$24.54 per hour (DOE)



**POSITION SUMMARY:** Under general supervision, performs skilled work in the installation, repair and maintenance of heating, ventilation and boiler equipment. Performs repair work on school buildings and other equipment as assigned.

## ESSENTIAL FUNCTIONS:

- Inspects, repairs, maintains and services air conditioning, refrigeration, ventilation and heating equipment, including large walk-in cool boxes and freeze boxes, roof and window air conditioners, fans, boilers and heaters.
- Assists other maintenance personnel by performing unskilled or semiskilled duties in all types of maintenance and custodial functions.
- Replaces valves, fans, motors, gaskets, filters and belts.
- Makes plumbing and electrical repairs.
- Programs, repairs and replaces thermostats.
- Adjusts air flow vents and dampers.
- Inspects, disassembles, repairs and maintains hot water and forced air heating and ventilation equipment.
- Lubricates and maintains pumps, motors and bearings.
- Performs minor brazing and welding.
- Makes estimates of labor and material costs for jobs.
- Cares for and stores tools and provides for security of tools, materials and equipment.
- Operates District's vehicles.

**OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):** Other related duties as assigned.

## QUALIFICATIONS/EDUCATION:

- Must possess and maintain an EPA certificate in HVAC recovery and handling of refrigerants.
- Four years of experience in the field of maintenance and operations.
- Knowledge of the following: proper methods, materials, tools and equipment used in the air conditioning, heating and ventilation trade; plumbing and electrical work; applicable codes and regulations; appropriate safety precautions and procedures; basic first aid procedures.
- Ability to: perform skilled work in the maintenance and repair of a wide range of refrigeration and air conditioning equipment; use with skill the tools, test equipment and materials of the air conditioning, heating and ventilation repair trade; maintain tools and equipment used and assigned in clean working order; providing proper security; operate a vehicle, observing legal and defensive driving practices.
- Ability to speak, read, write, and communicate effectively in English.
- Ability to work independently with a minimum of guidance and supervision, following oral and written directions.
- Must have personality to maintain human relationships demanded in a public service agency.
- Must possess high school diploma or equivalent.
- Must possess a valid California Driver's License.

**TO APPLY:** Apply online at <https://www.edjoin.org/Home/DistrictJobPosting/1223099>