

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

HVAC FACILITY SYSTEM LEAD

Salary Range 21

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, provides lead duties in performing mechanical service and maintenance of all air conditioning, heating, ventilation, building automation, refrigeration, plumbing and/or piping systems or any other newly-installed, remodeled or redesigned mechanical piping systems and components, including, but not limited to, boilers, pumps, refrigeration equipment, fans, cleaning, adjusting, repairing, altering, overhauling, dismantling, reconditioning, replacing, modifying, renovation, including all other service and maintenance work. Performs work of a technical nature related to testing, monitoring and diagnosing performance problems, and computer and communication systems. Provides work direction to appropriate staff and fills in for Maintenance Supervisor during his/her absence. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Provides lead duties in planning, organizing, directing and performing maintenance and repair of the District heating, ventilation, air conditioning and refrigeration equipment; assures accurate, cost effective and timely completion of work assignments; drives a vehicle to conduct inspections. (E)
- Performs associated duties in other building trades including carpentry, plumbing, electrical, and painting. (E)
- Performs installation, maintenance and repair of variable speed drives and digital and programmable controls. (E)
- Tests, monitors and diagnoses performance problems, computer and communications systems. (E)
- Prioritizes, schedules, and assigns work; receive works orders and dispatches HVAC Technician and other appropriate staff to install, maintain, repair and service air space, heating, cooling, ventilation, food and beverage storage refrigeration equipment. (E)
- Estimates costs of materials and labor; prepares and submits requisitions for materials and supplies; monitors and reviews invoices and purchase orders with vendors; assures appropriate stock levels are maintained for the division; assists with annual division budget preparation activities as directed. (E)
- Communicates with District personnel, departments and contractors to provides technical information, coordinates activities and resolves issues, concerns or questions regarding work orders and scheduling of projects; confers with District personnel regarding maintenance needs. (E)
- Selects location heating, cooling and refrigeration equipment; reads and analyzes specifications and blueprints; monitors status of jobs under construction. (E)
- Prepares and maintains a variety of records and progress reports related to division activities; checks invoices and assures proper charges are accurately maintained; submits to appropriate personnel and department as required. (E)
- Responds to emergency situations as needed. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and training equivalent to HVAC and refrigeration apprenticeship program and five years of increasingly responsible journey-level HVAC and refrigeration experience and one year of experience in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

EPA/CFC Certification of a Universal level

KNOWLEDGE OF:

Standard practices of the HVAC and refrigeration trade.
Theory of HVAC and refrigeration systems.
Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
Applicable building codes, ordinances and regulations of State and local authorities pertaining to HVAC, refrigeration and boilers.
Air compressors and pneumatic controls.
Principles and practices of Direct Digital Control Electronics related to HVAC equipment operation.
Cooling tower and boiler water treatment.
Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
Welding and soldering techniques.
Health and safety regulations.
Basic record-keeping techniques.
Proper methods of storing equipment, materials and supplies.
Computer operation and related software applications.

ABILITY TO:

Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.
Calibrate systems.
Perform preventive maintenance and routine servicing of equipment.
Diagnose defects, and install, repair and maintain heating, ventilating, refrigeration, and air-conditioning units.
Interpret and work from plans, diagrams, and specifications.
Follow oral and written instructions.
Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems.
Read and work from blueprints, shop drawings and sketches.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.
Meet schedules and time lines.
Maintain routine records and prepare reports.
Observe legal and defensive driving practices.
Lift heavy objects.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides lead work direction to HVAC Technician, student workers and summer helpers, other facilities staff as required.

CONTACTS: Co-workers, other departmental staff, contractors, and vendors.

PHYSICAL EFFORT:

Lifting and carrying heavy objects.
Pushing and pulling.
Dexterity of hands and fingers to operate specialized tools.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and stairs and working from heights.
Walking over rough or uneven surfaces.

WORKING CONDITIONS:

Indoor and outdoor environment

Driving a vehicle to conduct work.