

HVAC Technician
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268466>

Downloaded On: Nov. 18, 2025 3:25pm

Posted Nov. 18, 2025, set to expire Mar. 20, 2026

Job Title HVAC Technician

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Nov. 18, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5145034/hvac-technician>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

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- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from assigned supervisory and/or management staff, performs skilled

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work in the installation, servicing, repair, and maintenance of refrigeration, heating, ventilation and air conditioning equipment and systems; operates and maintains a wide variety of hand and power tools and equipment; and assists in performing other skilled maintenance duties as assigned. May receive functional supervision, technical training and work direction from a plant engineer.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Inspect, test, troubleshoot, repair, maintain and service all types of heating, refrigeration, ventilation and air conditioning equipment and systems; ensure

proper functioning; repair leaks and malfunctioning dampers in systems.

Install, replace, repair and adjust valves, thermostats, fans, pressure and air regulators, filters, belts, fuses, controls, gauges, air compressors, blowers,

dryers and pumps; test joints and insulate pipes of refrigeration and air conditioning systems; clean, lubricate and adjust systems as required.

Test water used in air conditioning systems for proper levels of chemical treatment; maintain appropriate levels to maximize corrosion protection in

cooling towers and water supply.

Fabricate, repair and install duct work and chassis covers; cut threads and assemble pipe and tubing to other components of air conditioning, heating

and refrigeration equipment.

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Perform inspections of powerhouses throughout the assigned campus; monitor operation of mechanical systems that supply air conditioning to

buildings.

Perform scheduled preventative maintenance on all air conditioning and related equipment.

As assigned, assists in operating the Energy Management System in order to control time schedule and temperature of conditioned areas on campus.

As assigned, assist outside contractors; provide information within the area of assignment; provide hands on assistance as necessary.

Order, stock and maintain equipment and supplies.

Provide assistance on various other maintenance and repair projects as assigned.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, practices, equipment and tools used in the repair and maintenance of air conditioning, heating and ventilation systems.

Methods and techniques of troubleshooting and diagnosing of HVAC malfunctions.

HVAC system design, equipment capabilities and requirements.

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Electronic, pneumatic and mechanical principles as applied to the maintenance and repair of heating, ventilation and air conditioning systems .

Operational characteristics of energy management systems and related components.

Proper methods, materials, tools, terminology and equipment used in the HVAC trades.

Methods and techniques of preparing and interpreting drawings, diagrams, schematics and blueprints.

Time, material, and labor cost estimating principles and practices used in maintenance and repair projects.

Occupational hazards and standard safety practices.

Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Perform preventive HVAC maintenance work.

Maintain, install and repair complex HVAC systems, equipment and components.

Operate a variety of tools and equipment used in HVAC maintenance and repair work.

Read and interpret mechanical drawings, schematics, blueprints and sketches.

Order and maintain parts and supplies according to established guidelines and repair requirements.

Install, maintain and repair energy management systems and related components.

Maintain detailed and accurate records.

Ensure adherence to safe work practices and procedures.

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Work independently with little direction.

Understand and follow oral and written instructions.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and

disabled populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the maintenance and repair of heating, air conditioning and ventilation systems or a related field.

Experience:

Two years of responsible experience in the maintenance and repair of heating and air conditioning equipment and systems.

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License or Certificate:

Possession of a valid California driver's license and proof of insurability.

Possession of, a valid EPA Refrigerant Handling certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Working Environment: Work is performed in indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; exposure to electrical energy. Occasional exposure to risks controlled by safety precautions. Positions may be required to work extended hours including evenings and weekends.

Physical Demands: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; requires a sense of touch, finger dexterity, gripping with fingers and hands; operate assigned equipment and vehicles; verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

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Supplemental Information

Range **128** of the **CSEA** Salary Schedule

Work Schedule: **Monday - Friday (6:00 AM - 2:30 PM)**- Schedule and shift are subject to change in accordance with the department's needs.

Required Documents: **Resume, Cover Lette and valid EPA Refrigerant Handling certificate**

Hours per Week: **40**

Months per Year: **12**

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

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Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

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The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41%

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Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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