

Senior HVAC Technician  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229033>

Downloaded On: May. 9, 2024 11:09am

Posted Jan. 17, 2024, set to expire May 18, 2024

<b>Job Title</b>	Senior HVAC Technician
<b>Department</b>	Facilities, Maintenance, and Operations
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Jan. 17, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Senior-HVAC-Technician_REQ11674">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Senior-HVAC-Technician_REQ11674</a>

**Apply By Email**

**Job Description**

**Title:**Senior HVAC Technician

**Job Category:**CSEA

**Job Opening Date:**January 17, 2024

**Job Closing Date:**

**Location:**Saddleback College

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**Work Location:**Mission Viejo, CA

**Department:**Facilities, Maintenance, and Operations

**Pay Grade, for more information click on this link:**

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

**Pay Rate Type:**Monthly

**Work Days:**Monday - Friday

**Work Hours:**8:00 a.m. - 4:30 p.m. (Schedule and Shift are subject to change in accordance with the department needs.)

**Hours Per Week:**40

**Percentage of Employment:**100%

**Months of Employment:**12 months

**Salary:**Starting at \$6,102 per month

**Required Documents:**

Resume and valid EPA Refrigerant Handling Certificate

**Job Description:**

**Initial Screening Date: February 29, 2024**

**Required Documents: Resume and valid EPA Refrigerant Handling Certificate**

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**Applications missing the required documents will not be considered.**

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 direction from assigned supervisory and/or management staff, performs skilled work in the installation, servicing, repair, and maintenance of refrigeration, heating, ventilation and air conditioning equipment and systems; makes a variety of independent decisions related to HVAC systems; coordinates assigned projects related to HVAC systems and serves as the point person for contractors during the evening hours; operates and maintains a wide variety of hand and power tools and equipment; performs a variety of special projects; and assists in performing other skilled maintenance duties as assigned. May receive functional supervision, technical training and work direction from a Plant Engineer.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the HVAC Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including making independent decisions related to the HVAC system, dealing with contractors, and independently performing a variety of special projects. Employees in this classification work part of a shift alone without any direct supervision from higher level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **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

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and malfunctioning dampers in systems; make independent decisions related to the HVAC system when working alone during evening hours.

- 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.
- 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; inspect completed work and report punch-list items to supervisor; ensure problems are resolved.
- Coordinate assigned projects related to HVAC systems and serve as the point person for contractors during evening hours.
- Perform a variety of special projects as assigned during evening hours.
- 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:**

- Advanced methods, practices, equipment and tools used in the repair and maintenance of air conditioning, heating and ventilation systems.
- Advanced methods and techniques of troubleshooting and diagnosing of HVAC malfunctions.
- HVAC system design, equipment capabilities and requirements.
- Electronic, pneumatic and mechanical principles as applied to the maintenance and repair of

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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:**

- Independently 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.
- Independently make decisions regarding the HVAC system.
- 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.
- 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.

## **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

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maintenance and repair of heating, air conditioning and ventilation systems or a related field.

**Experience:**

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

**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.

**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:**

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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**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**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. SOCCCD will not sponsor any visa applications.

**PLEASE NOTE:**

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 this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

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

**DISABILITY ACCOMODATIONS:**

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If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**ATTENDANCE REQUIREMENT:**

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.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in the District Human Resources office upon request.

**EEO/AA Policy**

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are 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. When you join our District, you can expect to be part of an exciting, thriving,



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equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

**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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