

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** HVAC TECHNICIAN

**TITLE #:** 1329

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility, on an assigned shift, for the operation of computerized energy systems and the maintenance and repair of automatic temperature control systems, absorption chillers, compressors, cooling towers, refrigeration equipment and mechanical heating, ventilating, air conditioning, and refrigeration (HVAC) equipment, or any other related systems and equipment. Work is performed under general supervision and supervision may be exercised over assigned personnel. Works in cooperation with and assists other departmental staff as needs dictate. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Services, repairs and provides preventive maintenance to all plumbing fixtures, related flush valves, mixing valves, faucets, water supply pipes, fittings, drain lines and traps in all campus buildings; installs plumbing fixtures and water supply lines;

Makes daily rounds to monitor the safe and efficient operations of boilers in all campus buildings;

Maintains all hot water heating system circulators including preventive maintenance;

Performs maintenance functions including cleaning and lubricating of boiler machinery, burners, stacks, pumps, piping, compressors and other boiler room auxiliary equipment;

Operates computerized energy management system, networks new facilities to energy management system, interprets data and takes corrective action;

Operates computerized controls and air-balancing equipment;

Calibrates instruments and performs diagnostic testing of equipment;

Maintains control systems and pneumatics and plumbing equipment for related HVAC equipment;

Makes emergency repairs to HVAC systems including water, sewage and gas lines, electrical system, refrigeration and air conditioning equipment, and plumbing equipment in connection with equipment failure insuring rapid reinstatement of service;

Performs preventive maintenance work on various mechanical equipment systems and related equipment such as, but not limited to, filters, control adjustments and belts;

Installs and repairs refrigeration, air conditioning, ventilation, pumping and other electrical and mechanical equipment including commercial-type kitchen equipment:

Monitors equipment performance as required in order to track equipment efficiency and production;

Maintains logs with the required frequency in order to develop appropriate equipment efficiency and production;

Operates electrical generating equipment;

Maintains logs with the required frequency in order to develop appropriate equipment history records.

Maintain inventory of parts, tools and equipment required to complete work

Advises Director of Operations & Maintenance on HVAC needs, planning, budgets, renovations, capital projects, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of operation of a computerized energy system and the maintenance and repair of automatic temperature control systems, absorption chillers, cooling towers, refrigeration equipment and mechanical HVAC equipment; ability to act quickly and efficiently in the event of a mechanical failure; ability to follow oral and written instructions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four (4) years of experience in the maintenance of commercial or industrial heating, air conditioning and ventilating systems.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license.

**NOTE:** Education beyond high school at an accredited college, technical/trade school or the Armed Forces in a degree/program concentration in heating, air-conditioning, ventilation and/or refrigeration may be substituted for up to two (2) years of the required experience on a year for year basis.

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISED: 12/06/19DC**