

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: MAINTENANCE TECHNICIAN**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of the Director of Maintenance and Operations, perform a variety of journey-level duties related to designing, maintaining and controlling the District energy management system; maintain, troubleshoot and repair district HVAC equipment; perform construction, maintenance and repair in one or more of the building or construction maintenance trades; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty; maintain regulatory records pertaining to the use of refrigeration and ozone depleting substances.

**REPRESENTATIVE DUTIES:**

Perform a variety of journey-level duties related to designing, maintaining and controlling the District's energy management system to control the timing and duration of energy use by the heating and air ventilation systems. *E*

Design, install, operate, program, maintain, troubleshoot and repair the Energy Management System's components, including controls, timing and metering devices, chillers, air handlers and related equipment in order to achieve optimum utility usage. *E*

Perform maintenance, troubleshoot and repair District heating and air conditioning equipment; maintain and repair boilers, hot water and gas heaters, circulation pumps, air compressors, exhaust and circulating fans, and air conditioning equipment. *E*

Maintain regulatory records pertaining to the use of refrigeration and ozone depleting substances. *E*

Perform journey-level construction, maintenance and repair in one or more of the building or construction maintenance trades including plumbing, electrical, carpentry, HVAC, painting, and concrete; perform semi-skilled to skilled maintenance duties in trade areas outside of area of specialty. *E*

Install, maintain and repair building structures and fixtures such as ceiling and floor tile, partitions, doors, cabinets, windows, electrical switches and fixtures and heating and air conditioning equipment; patch holes in damaged dry wall and plaster. *E*

Install, maintain, repair and perform preventive maintenance to plumbing fixtures, water lines and waste disposal systems; cut, thread and replace water pipes; install and maintain toilets, sinks, faucets, drinking fountains, water heaters and new water lines; replace defective parts in plumbing fixtures and systems. *E*

Perform emergency repairs and adjustments to plumbing equipment including broken

## Maintenance Technician – Continued

pipes, cleaning plugged drains, replacing washers, faucets and valves, cleaning grease traps and flushing or unplugging sewer lines. *E*

Inspect, repair and maintain electrical and lighting components and systems, such as conduit and duct systems, power circuits, motor appliances, generators, breaker panels and other electrical equipment; install new wiring, plugs, lights and circuit breakers; lubricate, adjust and repair electrical equipment; assure compliance with applicable building codes and safety regulations. *E*

Refinish furniture, cabinets and other wood items; install wall paneling and wall partitions; install cabinets and shelves; construct walls and hang doors and paneling; install and repair roofing. *E*

Prepare surfaces for painting; mix and apply paint to match or cover walls, ceilings, fences and other surfaces; perform touch-up painting; paint interior and exterior surfaces; erect, rig and move scaffolding and platforms; paint parking lot spaces, directional arrows, handicapped areas and curbs. *E*

Construct, repair and maintain equipment; perform basic repair and fabrication of metal items using soldering and welding equipment. *E*

Operate a variety of equipment, machinery and hand and power tools including trucks and other vehicles, personal computer, flow meters, refrigeration test equipment, gauges, meters, saws, pipe cutter and threader, trencher, soldering and welding equipment and pneumatic tools. *E*

Contact vendors to order parts as needed for HVAC equipment.

Communicate with administrators, skilled maintenance personnel, contractors and others concerning construction, maintenance and repair issues.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Energy management systems and the related control, design, installation and maintenance of such systems and components.

EPA regulations related to the use of refrigeration and ozone depleting substances.

Standard tools, equipment, materials, methods and techniques used in the maintenance of HVAC equipment as well as building and construction maintenance trades.

Operation and proper maintenance of tools, equipment and machinery used in the maintenance of HVAC equipment as well as building and construction maintenance trades.

Requirements of maintaining buildings, facilities and vehicles in good repair.

## **Maintenance Technician – Continued**

Applicable building codes, ordinances, fire regulations and safety precautions.  
Proper methods of storing equipment, materials and supplies.  
Health and safety practices, regulations and procedures.  
Basic math.  
Record-keeping techniques.

### **ABILITY TO:**

Maintain and control the District's energy management system.  
Perform a variety of journey-level maintenance and repair of District facilities and equipment.  
Design and install major maintenance systems, including but not limited to, electrical, plumbing and remodel of facilities.  
Perform a variety of semi-skilled to skilled maintenance and repair independently or as a member of a crew.  
Operate a variety of maintenance equipment including a vehicle, pipe cutter and threader, welding equipment, gauges and meters, rotor drain cleaner, trencher, HVAC specialty tools and a variety of hand and power tools.  
Maintain records and prepare reports.  
Analyze situations accurately and adopt an effective course of action.  
Work cooperatively with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.  
Perform heavy physical labor.  
Understand and follow oral and written directions.  
Observe legal and defensive driving practices.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and up to five years journey-level HVAC and/or energy management experience.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid EPA Retrieval and Reclamation Certificate.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Discloser:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Maintenance Technician – Continued

### *Indoor, Outdoor and Shop Environment:*

Position requires heavy lifting (over 50 pounds), standing and walking for extended periods of time, bending at the waist, climbing, crawling, kneeling, reaching, pulling, pushing, carrying, climbing ladders and working at heights or in cramped or restrictive work chambers, dexterity of hands and fingers to operate equipment, hand and power tools, seeing to observe needed repair and driving from site to site to conduct work.

While performing the duties of this job, the employee is regularly exposed to an outdoor and shop environment subject to adverse weather conditions and noise from equipment operation. The employee is exposed to moving mechanical parts, high voltage, Freon, gas from heaters and boilers, carbon monoxide, fumes, and dirt. Employee is subject to call-outs for emergencies and building and air temperature issues.