

LEAD HVAC/R MECHANIC

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the work of heating, ventilation, air conditioning, and refrigeration (HVAC/R) staff responsible for performing the installation, maintenance, and repair of HVAC/R systems and fixtures; performs journey-level skilled work in the installation, maintenance, and repair of variable frequency drives (VFDs) and the maintenance and repair of variable refrigerant flow (VRF) systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises technical and functional supervision over and provides training to assigned HVAC/R staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the HVAC/R class series and is responsible for performing installation, maintenance and repairs on HVAC/R systems, as well as the most complex duties, to ensure that all College buildings, facilities, and systems are maintained in a safe and effective working condition and provide the highest level of safety for College and public use. This position also performs skilled and semi-skilled duties related to the installation, programming, inspection, testing, and repair of electrical and electronic building automation systems at College buildings and facilities. Incumbents in this class may also assist other trades on an as needed basis. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides lead direction, training, work review, and evaluation to assigned HVAC/R staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
2. Performs skilled HVAC/R work, including the installation, maintenance, and repair of general HVAC/R systems and equipment; inspects, troubleshoots, and performs tests on systems and equipment to identify defective parts and ensure proper functioning.
3. Inspects, disassembles, repairs, maintains, and services various types of refrigerant and air conditioning equipment and systems, including valves, fans, compressors, motors, gaskets, filters, fuses, tubing, controls, and thermostats; performs similar work on hot water and forced air systems.
4. Performs skilled and semi-skilled preventative and predictive maintenance, inspection, testing, repair, and installation of digital, electrical, and electronic control equipment related to air conditioning, fume hood, and exhaust systems for building automation in coordination with the Building Automation Technician.
5. Performs daily review of the system; troubleshoots and makes sure necessary changes are made in programming and calibrating to ensure proper operation of controls and instrumentation for building automation.
6. Performs HVAC/R preventive maintenance and mechanic work on commercial systems; inventories air conditioning and heating equipment; assigns equipment to appropriate

preventive maintenance programs; evaluates and recommends the preventative maintenance program for all HVAC/R equipment; prepares and maintains preventative maintenance records.

7. Trains staff in the proper use of HVAC/R equipment, systems, and supplies; maintains equipment and supplies in good working condition.
8. Plans, organizes, and lays out assigned tasks; interprets HVAC/R plans, diagrams, blueprints, sketches, and specifications; works from verbal and written instructions and work orders to install and test HVAC/R systems or equipment.
9. Estimates labor, material, and equipment needed for assigned HVAC/R projects; monitors inventory levels of HVAC/R materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
10. Secures price quotations for supplies and repairs, including multiple quotes as necessary per College guidelines.
11. Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the Assistant Director.
12. Oversees outside contractors performing HVAC/R maintenance and repair services to ensure completeness and accuracy.
13. Works from diagrams, blueprints, layouts, work orders, verbal instructions or other specifications to install and test HVAC/R systems or equipment.
14. Adjusts, repairs, and replaces ducting and air conditioning systems; services heating systems according to established guidelines; lights pilots; cleans out vents; inspects, maintains, operates, and repairs thermostats and control systems.
15. Operates and maintains specialized equipment, including pumps, gauges, welding equipment, meters, and a variety of hand and power tools.
16. Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
17. Provides input into selection decisions, disciplinary matters, and other personnel decisions.
18. Records and maintains labor and material records.
19. Provides recommendations regarding needed parts and suppliers.
20. Observes safe work methods and makes appropriate use of related safety equipment as required.
21. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
22. Assists other College employees with various projects, including carpentry, plumbing, electrical, locksmith, painting, and other trades.
23. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
24. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
25. Participates on committees, task forces, and special assignments, including, but not limited to Screen and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.

26. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
27. Maintains regular attendance.
28. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of College HVAC/R systems and fixtures, including applicable HVAC/R codes.
2. Operation of HVAC/R controls and campus energy management systems (EMS) to meet both comfort and conservation requirements for building automation.
3. Automation building management systems, energy conservation equipment, and related components for building automation.
4. Safe application, operation, and maintenance of tools and equipment used in the HVAC/R trade.
5. Basic principles and practices of providing technical and functional direction and training to assigned staff.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. Occupational hazards and safety equipment and practices related to the work.
8. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
9. Safe work practices, including safe driving rules and practices.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Plan and oversee activities of HVAC/R personnel.
2. Inspect the work of assigned staff and maintain established quality control standards.
3. Train assigned staff in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. Perform a variety of complex technical tasks in the installation, repair, and maintenance of College HVAC/R fixtures and systems.
6. Perform a variety of complex technical tasks related to building automation installation, repair, and maintenance work.
7. Perform basic preventative maintenance of equipment and tools.
8. Skillfully and safely operate a variety of equipment, such as boom truck or boom lift, scissors lift aerial lift, forklift, and power and hand tools used in the HVAC/R field.
9. Troubleshoot HVAC/R problems and determine materials and supplies required for repairs and projects; recommend purchases.
10. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
11. Understand and follow written and verbal directions, instructions and safety rules and procedures.
12. Maintain accurate logs, records, and basic written records of work performed.

13. Operate modern office equipment including computer equipment and software programs.
14. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blueprints, and technical regulations.
15. Make accurate arithmetic calculations.
16. Operate a truck and observe legal and defensive driving practices.
17. Organize own work, set priorities, and meet critical time deadlines.
18. Communicate effectively through various methods.
19. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Five (5) full-time equivalent years of experience in journeyman level HVAC maintenance and repair work.

Desirable Qualifications:

A certification as a qualified journey-level HVAC mechanic from an approved institution.

Licenses and Certifications:

1. The incumbent is required to drive to a variety of locations. This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.
2. Possession of an Environmental Protection Agency (EPA) Universal Refrigerant Certification #608.

PHYSICAL DEMANDS

Must possess mobility to work in and around College buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private

representatives and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 1/2026