

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**HEATING AND AIR CONDITIONING MECHANIC**

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**Purpose Statement:**

The job of Heating and Air Conditioning Mechanic is done for the purpose/s of maintaining heating/air conditioning and/or refrigeration systems; identifying repair/replacement needs necessary to maintain equipment and systems; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignments in a timely manner. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director, School Construction & Building Services

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**Essential Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Coordinates with other trades for the purpose of completing projects/work orders efficiently.
- Diagnoses malfunctions of heating/air conditioning/refrigeration systems and/or components for the purpose of identifying repair/replacement needs necessary to maintain equipment and systems.
- Estimates time and material costs for the purpose of determining costs for specific jobs.
- Installs heating/air conditioning/refrigeration systems and related equipment (e.g. receivers, condensers, filters, motors, controls, thermostats, valves, individual room window air conditioning units, etc.) for the purpose of providing comfort inside facilities.
- Maintains tools, supplies and/or equipment (e.g. torches, cutters, drills, test equipment, sheet metal, filters, control components, fan blades, gaskets, seals, etc.) for the purpose of ensuring the availability of items and equipment is in safe operating condition.
- Orders equipment and supplies (e.g. replacement parts, filters, sheet metal, associated hardware, etc.) for the purpose of maintaining inventory and ensuring availability of required items.
- Prepares documentation (e.g. service/repairs records, requisitions, work performed, water treatment chemical methods, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Repairs and modifies various items, systems and/or components (e.g. refrigerators, centrifugal chillers, air conditioning systems, heating units, etc.) for the purpose of providing renovation and preventive maintenance of heating/air conditioning and refrigeration systems.
- Researches a information from a variety of sources for the purpose of providing information and/or recommendations and/or addressing a variety of program requirements.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Tests for and repairs gas leaks for the purpose of maintaining the supply systems in safe working condition.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Trouble Shoots air conditioning and heating systems and equipment for the purpose of diagnosing malfunctions and/or determining needed repairs.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in heating/air conditioning and refrigeration; preparing and maintaining accurate records; adhering to safety practices; and handling hazardous materials, establishing and maintains effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods used in maintenance of heating/air conditioning and refrigeration systems and related equipment; refrigerant recovery systems; reading and interpreting electrical schematic drawings; handling and disposal of hazardous waste; and safety practices/procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working as part of a team, establishing and maintains effective working relationships.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under some temperature extremes and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

As required for position

**Certificates & Licenses**

Valid California Drivers License  
EPA approved Technician Type Universal certification for handling or using refrigerants

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

11/10/2005

**Salary Grade**

Unit I 51