

# Westmont College

## **Facility Maintenance Worker III – HVAC & R Technician** **Physical Plant**

**Position Summary:** Performs skilled work maintaining, calibrating and occasionally installing Heating Ventilation Air Conditioning and Refrigeration Systems (HVAC&R) using knowledge of mechanical, pneumatic equipment and electrical/electronic controls. Repairs and maintains HVAC control systems, building automation control systems, and management control systems to ensure safe and correct working conditions. Supervises HVAC preventive maintenance mechanic.

**Qualifications:** Must be able to perform each essential duty satisfactorily. The job requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their tasks. Requires: a high school diploma/equivalent and a minimum of 6 years journeyman level experience in commercial and residential HVAC&R systems; EPA level III certificate; prior institutional experience and a certificate in air-conditioning, heating and refrigeration from an accredited trade school; working knowledge of the California Mechanical, Plumbing and Electrical Codes; a valid California driver license and an acceptable, current DMV report. Also requires demonstrated ability to lead in a maintenance or construction environment utilizing a customer oriented service centered attitude; Ability to read, understand and respond to instruction in English; Ability to read and interpret blue prints and documents such as procedure manuals, operating and maintenance instructions; exercise initiative and work independently, as well as within a team setting; organize and prioritize complex mechanical trades projects; understand and use computer driven energy management systems and electrical/electronics controls; proficiently use work order software programs, Word, Excel and e-mail; clearly and effectively communicate project and repair status to end-users. Experience in repair of commercial and residential kitchen appliances and in retrofitting building automation mechanical systems preferred.

### **Essential Functions & Responsibilities:**

- Responds to HVAC &R systems request for service by conducting tests of equipment to determine malfunctions or causes of breakdown. Removes and replaces faulty parts, subassemblies and major components; re-tests equipment with repaired components and makes required adjustments and corrections. Performs repairs in a timely manner, receives and responds to work assignments via voice and e-mail, and arranges for assistance from other trades persons as needed.
- Troubleshoots systems by reading and interpreting control logic diagrams, wiring schematics, and written instructions.
- Installs, alters, maintains, and repairs electronic control systems and components such as zone reset selectors, thermostats, and sensors, direct digital controls, and communication trunks). Calibrates all temperature, pressure, and humidity controls. Diagnose and

introduce custom control actions through application software. As part of the preventive maintenance program checks, adjusts, and recalibrates all environmental controls.

- Works with HVAC preventive maintenance mechanic to develop, coordinate, establish and execute preventive maintenance programs. Performs preventative maintenance in heating, air conditioning, air distribution, plumbing and mechanical systems. Implements computerized schedules in preventive maintenance software.
- Locates vendors for parts and supplies and generates purchase requests.
- Provide input on corrective replacement of HVAC equipment for yearly CIP funding.
- Must be able to work occasional overtime, usually on weekend or during holiday breaks. May be called to respond to emergency breakdowns any time of the day or night.
- Participates in the Continuing Improvement /Team Building process. Attends training sessions, i.e. safety meetings, procedural meetings, professional/ technical training and refresher courses.
- Perform daily rounds on all the boiler rooms and record temperature and utility meter readings and inspect function and operation of all the mechanical systems. Take corrective action promptly on deficiencies noted.
- Recommend materials and equipment purchases.
- Maintain a clean and safe shop, truck and related work areas.
- Ensure all work is performed within standards consistent with applicable law and codes.
- Install, maintain, inspect, and repair heating, air conditioning, water and refrigeration systems including their components and auxiliary equipment within buildings. These include, but are not limited to; air handlers, fan coils, exhaust fans, duct systems, boilers chillers, condensers, cooling towers, air compressors, circulating water pumps, heat exchangers, piping, welding, sheet metal work, insulation, radiators, valves, water treatment systems, motor controls, electronic controls and instrumentation. Utilize computer driven energy management systems to monitor building systems, make adjustments to operating set-points, schedules, and programs to optimize control and energy efficiency.
- Implement systematic, recurring maintenance duties necessary to keep HVAC&R and other systems in the dormitories and Academic buildings in efficient working condition.
- Implement and oversee a comprehensive campus preventive maintenance program. Establish routine mechanical maintenance repair schedules or replacements.
- Perform renovations/improvement work which calls for installing new mechanical, HVAC and plumbing equipment/systems (running pipe, hanging duct, pulling wire, sheet metal, installing thermostats and related fixtures, etc.)
- Read blueprints or building plans for information pertaining to the type of material required and dimensions of structure of fixtures to be built.
- Safely operate shop tools including: hand power tools, electrical meters, vacuum pump and good abilities to trouble shoot mechanical systems.
- Plan and prioritize work. Monitor project costs and timelines.
- Supervise student employees or a Trades crew on a project basis.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Operate a college provided vehicle for service calls.

- Able to work effectively with co-workers, customers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting the diversity of our work force in actions, works and deeds.

### **Physical Demands:**

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 employee must successfully complete a College paid post offer, pre-employment physical examination. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee frequently is required to walk. The employee is occasionally required to sit, and exercise his/her sense of smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

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. While performing the duties of this job, the employee regularly works near moving mechanical parts and in high, precarious places and is regularly exposed to wet and/or humid conditions. The employee frequently works in outside weather conditions and is frequently exposed to risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and extreme heat. The noise level in the work environment is usually moderate.

**Reports to:** Trades Manager