

**Corning Union High School District  
Job Description**

**JOB TITLE: HVAC Electrician**

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| <b>Salary Range:</b>         |                              | <b><u>DEPT./FAMILY:</u></b> | <b>Custodial/Maintenance</b> |
| <b>Immediate Supervisor:</b> | <b>Director of M &amp; O</b> | <b>Approved By:</b>         | <b>Board of Trustees</b>     |

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**DEFINITION:**

Under general direction of the Director of M & O to perform a variety of skilled electrical maintenance and other repair work on air conditioners, refrigerators, freezers, walk-in boxes, boilers, circulation pumps, absorption units, cooling towers, furnaces and other related HVAC equipment and electrical systems and other related areas. This is a full journey level position.

**ESSENTIAL FUNCTIONS:**

- Perform a full range of skilled electrical maintenance work involved in the diagnosis, installation, repair and alteration of electrical equipment, refrigerators, freezers and walk-in boxes electrical appliances including time clocks, air circulation fans, defrost components, condensing units, evaporators and expansion valves and lighting and wiring systems.
- Receive work orders; determine work priorities; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Verify proposed electrical circuitry installation for compliance with pertinent codes and regulations; install circuitry in compliance with national electrical code; ensure safety standards are maintained throughout the process.
- Diagnose and trouble shoot electrical wiring and/or lighting problems.
- Diagnose, repair, maintain air conditioning units including compressors, cooling towers: replace pump motors, timers and relays; analyze and draw motor control circuits, interlocks and other systems for sprinkler and fire alarm systems, air compressors and related systems.
- Install, bend and pull electrical conduit, IMC, EMT and non - metallic conduit; install surface metal raceways, gutters and floor ducts.
- Perform repairs; identify problems; determine disposition of the electrical systems and appliances; research manual to determine replacement part(s).
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisor.
- Repair and maintain furnaces; inspect, diagnose and troubleshoot equipment, including time clocks, motors, ignitions, power to main gas valves, pilot valves and control circuits for proper furnace operation.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties.
- Operate computerized energy management systems; set time schedules, heat/cool settings and pump operation with computer.
- Perform related duties and responsibilities as assigned.

**ENVIRONMENT:**

- Work is performed inside and outdoors.
- Exposure to noise, vibration, outdoors, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards, weather extremes.
- Travel to different sites and locations.

**PHYSICAL REQUIREMENTS:**

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.

**REPRESENTATIVE DUTIES:**

- Diagnose and repair all electrical appliances, electrical wiring/lighting problems
- Repair or replace pump motors, timers, and relays
- Analyze motor control circuits, interlocks
- Bend and pull electrical conduit, EMT, non-metallic conduit, metal raceways, gutters, and floor ducts
- Replace ballasts, switches, and light fixtures
- Follow preventative maintenance schedules where appropriate.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including amp - voltmeter, test light, amprobe, drills and soldering iron.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Practices, methods, techniques, materials, terminology, tools and equipment used in electrical and related trades at the journey level.
- Practices, methods, techniques, materials, terminology, tools and equipment used in the air conditioning and heating maintenance and repair trade at the journey level.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Complicated mathematical principles.
- Audio/Video equipment. Proper use of cables, speakers and other equipment used during rallies and shows.
- Scoreboards and controls for use during games.
- Perform a full range of skilled air conditioning, heating, including computerized energy management programs maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform Freon recovery and reclamation.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**QUALIFICATIONS:**

- Four years of electrical and related building maintenance trades experience, including air conditioning, heating and related building maintenance trades experience.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by completion of a formal apprenticeship program.
- High School Diploma or equivalent required.

**LICENSE OR CERTIFICATE REQUIREMENTS:**

- Possess a valid Class C California driver's license.
- Ability to obtain Refrigerant Handling and Freon Recovery certification.