

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Heating and Air Conditioning Mechanic/Plumber

Department: Maintenance

Location: District-wide

Date: 07/01/2014

POSITION PURPOSE

Under general supervision, performs journeyman level work in the repair and maintenance of heating and air conditioning equipment and systems and the repair and installation of plumbing systems and fixtures; and does related work as required.

KEY DUTIES AND RESPONSIBILITIES:

1. Inspect, disassemble, repair, assemble, maintain and install air conditioning units, hot water heating units, electric motors, blowers and fans, gas ovens, and heaters.
2. Check units for leaks, loose wires, broken belts, and defective switches, thermostats, valves, tubes, motors and other parts.
3. Replace belts, compressors, timers, fan motors, valves, gaskets, filters, thermocouples, thermostats, pilot assemblies, and other defective parts.
4. Maintain and/or purchase supplies needed for work.
5. May have operating responsibility for automatically controlled environmental control systems affecting the heating or cooling power and water of a building or campus.
6. Maintain diesel equipment.
7. Install, maintain and repair water, gas, and waste lines, toilets, urinals, shower heads, faucets, and drinking fountains.
8. Install a variety of traps and valves.
9. Clear stopped-up drains, toilets, urinals and sewer and storm drain lines.
10. Use jack hammers, air compressors, electrical pumps, roto-rooters, pipe threading machines, wrenches, and other plumbing tools.
11. Perform general maintenance work as required, including clean-up after work is completed.
12. May be on-call twenty-four hours a day.
13. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Methods, materials and equipment used in the heating and air conditioning and plumbing trades including electrical, heating, refrigeration, rough plumbing and repair work and welding.
2. Building code and OSHA requirements as they relate to plumbing work.

3. A central utility power plant system similar to the District's and all electrical and electronic equipment associated with that system.

Ability to:

1. Interpret and work from drawings and blue prints.
2. Use various tools and equipment, including the operation of mechanical tools.
3. Follow oral and written instructions.
4. Work cooperatively with others.

Experience and Education:

1. Demonstrated general maintenance, heating and air conditioning, and plumbing experience including experience at the journeyman level. Experience with sophisticated environmental control systems is highly desirable.
2. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses and Certificates:

1. Universal Recovery Certification and possession of a valid California motor vehicle operator's license is required.

Board Approved: 07/01/79, 01/25/95
Salary Range: 132 (change from flat rate effective 7/1/14)
EEO Category: 2B5 – Skilled Crafts