



HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) COORDINATOR

SALARY GRADE: [C3-62](#)

DEFINITION:

Under the direction of an assigned supervisor, plans, coordinates, directs and oversees all heating, ventilation, and air conditioning (HVAC) maintenance. Modifies, design, evaluates, and selects major heating and ventilation equipment district wide.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general HVAC/maintenance duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintain inventory of supplies, parts and equipment; confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Provides direction and training to apprentices as assigned.
13. Performs other related duties as assigned.

Trade Responsibilities

1. Coordinates and oversees the activities of persons working within the HVAC trade; conducts training; provides input to performance evaluations.
2. Investigates and identifies major HVAC problems and develops plans and specifications for corrective action.
3. Evaluates equipment, establishes cost and maintenance histories, and develops computerized maintenance plans and schedules.
4. Identifies equipment and supply needs and prepares necessary order documents.
5. Reviews campus requests requiring HVAC needs or changes, develop plans, and schedule accomplishments.
6. Performs duties as construction supervisor and inspector of mechanical systems on major construction or renovation performed by contractors.

7. Directs and provides oversight for the programming and operation of a computerized Energy Management System.
8. Directs and provides oversight to the repairs on electronic control equipment used in monitoring and equipment control for computerized Energy Management System.
9. Oversees the in-house removal of asbestos and hazardous materials when required in the HVAC area.
10. Determines requirements and plans mechanical systems for major conversions and construction.
11. Oversees all cooling and heating operations and related distribution systems.
12. Oversees repairs and maintenance of campus food service refrigeration and ice making equipment.
13. Coordinates work with other skilled trades.
14. Provides input and feedback for continual improvement of a computerized facilities information system.
15. Conservation program; monitors program data and provides periodic reports to campus and District Plant Services.
16. Performs ongoing facilities audits on campus buildings and utilities with emphasis placed on review of the physical condition roofs, exteriors and interiors, the operational condition of HVAC, plumbing, electrical and other related infrastructure systems.
17. Performs skilled journey level work on an as needed basis in the HVAC trade.
18. Performs HAZMAT/safety inspections; maintains logs, records and signs fire extinguisher tags.
19. Maintains equipment rooms, shops, vehicles and tools.

EMPLOYMENT STANDARDS:

Knowledge of:

1. HVAC and refrigeration principles and their application to the maintenance, repair and installation of HVAC and refrigeration equipment, systems, and devices.
2. The application and use of testing equipment used in checking, testing and analyzing HVAC systems.
3. Asbestos encapsulation and removal.
4. Methods, materials, tools, safety practices and equipment used in the HVAC trade.
5. Safety factors in the operation of equipment and materials.
6. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize, coordinate and oversee the work of assigned staff.
3. Train assigned staff on appropriate HVAC maintenance techniques.
4. Install, maintain, and repair a variety of HVAC equipment.
5. Analyze, diagnose, and repair system malfunctions.
6. Maintain accurate records and reports on completed assignments.
7. Assign work to and oversee the work of Apprentices in the HVAC trade.
8. Operate and maintain a variety of equipment and tools.
9. Understand and carry out oral and written instructions.
10. Observe safety requirements and safe work practices and methods as required.
11. Establish and maintain cooperative work relationships.
12. Work independently and under minimal supervision.

Education

Equivalent to completion of the twelfth grade. Completion of appropriate trade school courses or the equivalent.

Experience

Five years of experience in a specific trade at the journey level; two years of experience serving in a lead or head trade capacity.

License or Certification

1. Possession of a valid class C California driver's license.
2. Environmental Protection Agency (EPA) license.

WORKING CONDITIONS:**Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Ability to work at extreme heights.
9. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008