

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Maintenance Mechanic - HVAC

**BASIC FUNCTION:** Under the supervision of the area Manager, performs skilled mechanical maintenance duties in the construction, diagnosis, repair, installation and alteration of District heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; performs preventive maintenance and routine servicing of equipment to assure efficient operation.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Repairs/rebuilds mechanical drive systems to include, but not limited to, replacement of drive bearings, shafting, blower wheel assemblies, multi-pulley and belt drives, and exhaust blower assemblies and motors for HVAC equipment.
2. Maintains and repairs hot and cold water pumping systems including motor replacement, bearing and shaft seal replacement, mounting and alignment techniques for proper operation, replacement of rubber and chain drive couplings; repair and rebuild triple duty valve, Y strainer assemblies; check valves, air and sludge separators, air bleeds and water treatment, air scavenging and sludge removal.
3. Maintain and repairs cooling tower, evaporator condenser and air cooled condenser; maintains, repairs, and replaces fills elements, water distributor, filter screening, piping, electrical components and control operation.
4. Maintains hot water boiler operation including electronic and mechanical safeties, primary and secondary pump systems and boiler ignition controls, chilled water systems operations, water flow dynamics, piping-pumping configurations.
5. Maintains and repairs as necessary, gas fired furnaces, infra-red heaters, hydraulic systems including safeties.
6. Works and meets with contractors and vendors obtaining estimates, evaluations, reports, and pricing and provides recommendations accordingly.
7. Responds to emergency electrical and plumbing calls.
8. Assists other co-workers as required.
9. May serve as contact person in the absence of the supervisor.
10. Provides instruction on the use and operation of HVAC equipment.
11. Monitors HVAC over DDC/EMS computer systems; updates and maintains service logs.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** One year of skilled or journeyman experience in the HVAC field, together with building construction and maintenance work, is required. Mechanical ability required.

09-01-09

Minor Revision Classification Review 2011 (July 1, 2011)

**LICENSES/CERTIFICATIONS:** Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

**KNOWLEDGE OF:** Tools, equipment, and materials of HVAC field.

**ABILITY TO:** Perform manual work and to handle equipment carefully; work from blueprints and rough sketches; understand oral and written instructions; work harmoniously with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Coworkers, other departmental staff, contractors, and vendors.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Must be able to lift up to 50 pounds.

**WORKING CONDITIONS:** Maintenance environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.