

MILPITAS UNIFIED SCHOOL DISTRICT

---

**TITLE: JOURNEYMAN - HVAC**

**REPORTS TO: Supervisor-Maintenance**

**DEPARTMENT: Maintenance/Operations/  
Transportation**

**CLASSIFICATION: Classified**

**WORK YEAR: 12 Months**

**SALARY: RANGE 31-33**

---

**BASIC FUNCTION:**

Repairs, overhauls, replaces, installs and services various air conditioning, refrigeration, ventilation and related equipment and appurtenances. *Monitors electronic Energy Monitoring System to proactively address heating and cooling needs across the district.*

**ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES:**

Diagnoses field problems and repairs, overhauls and installs air conditioning, refrigeration, heat exchangers, ventilation and related equipment and appurtenances, including compressors, coils, fans and controls. **E**

Recharges, ~~and~~ *maintains*, and services these units. **E**

*Monitors EMS system – programs, analyzes and implements changes and service as needed. E*

*Establishes extension or stopping of heating, cooling and lighting systems at individual sites based on site scheduling needs. E*

*As needed, conducts water testing of pools and remedies chemical imbalances in mechanical situations as needed for efficient and safe running of the pools. E*

~~*Lifts and carries heavy equipment.*~~**E**

~~*Works off ladders.*~~**E**

Orders parts and supplies through supervisor *and independently.***E**

Follows safety instructions, orders and regulations.**E**

May work on electrical wiring and fixtures.**E**

May repair kitchen equipment and audio-visual equipment.**E**

May overhaul boilers, swimming pool heaters and filters.**E**

May do welding, soldering and brazing.**E**

May work with gases, chlorine, acids and heat.**E**

May assist in other skilled and semi-skilled areas to the extent of expertise.**E**

Makes written and oral reports.**E**

May supervise a helper on larger jobs.**E**

*Communicates with district staff and vendors regarding system needs. E*

*Engage in additional training as needed regarding any system upgrade. E*

Estimates time and materials for assigned jobs.**E**

Performs related duties as required.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

---

**Journeyman - HVAC - continued**

**Page 2**

---

**ENTRANCE QUALIFICATIONS:**

Any combination equivalent to: Graduation from high school and one (1) year of Journeyman experience in air conditioning and refrigeration equipment, including controls and various appurtenances. Completion of two (2) years of technical training in air conditioning and refrigeration may substitute for one-half (2) year of the required experience. Ability to pass the District Proficiency Examination at a level appropriate to the job classification.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, materials, test equipment, practices and skills used in the repair, modification and installation of air conditioning and refrigeration equipment, including electrical of various voltages, controls and appurtenances.  
Applicable codes, regulations and safety orders in this field.  
Hand and power tools used in this trade area.  
Reading and interpretation of wiring diagrams, building plans and technical materials.  
Parts and supplies necessary for the various jobs assigned.  
Reading and interpretation of wiring diagrams, plans and technical materials.  
Principles of staff and public relations.

**ABILITY TO:**

Understand and carry out written and oral instructions.  
Perform a heavy workload under pressure and interruptions.  
***Work from ladder.***  
Order required parts and supplies.  
Cooperate with contractors on larger installations.  
Read and interpret wiring diagrams, blueprints, technical materials and plans.  
Follow safety regulations.  
***Problem solve and communicate with staff, vendors and suppliers.***  
Estimate time and materials for various jobs and prepare completion reports.  
Use tools and power equipment skillfully.  
Maintain cooperative working relationships with those contacted during the performance of required duties.  
Do heavy lifting, carrying and related manual duties.  
Complete jobs on schedule.

**WORKING CONDITIONS:**

**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.*

Work in inclement weather without effective protection from sun, cold and rain; work within enclosed spaces or at heights above ground level.

**PHYSICAL ABILITIES:**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to stand, stoop, reach and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; stand for long periods; walk long distances; frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and occasionally weigh up to 100 pounds.

**WORKING CONDITIONS:** *(continued)*

**HAZARDS:**

Work around moving mechanical parts; work around electrical current.

***Work with chemicals.***

***Work from ladders.***

**LICENSES:**

Possess and maintain a valid California Motor Vehicle Operators license.

Proof of journeyman level qualifications.

***Certified Pool Operations Certificate, (must be passed within 6 months of hire).***

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional related duties are performed by the individuals currently holding this position and additional duties may be assigned.*

06/96

11//99

**01/17**