

## **CITY OF TAFT**

### **CLASS TITLE: MAINTENANCE WORKER/HVAC TECHNICIAN**

**Salary Range 31.9**

#### **BASIC FUNCTION:**

\$1384-\$1682 Bi-Weekly

Under direction, performs skilled and semi-skilled mechanical maintenance and skilled technical duties to operate, regulate, maintain and repair steam and/or hot water boilers, refrigeration, heating and air conditioning, cooling towers, pumps, air compressors, lubrication and associated equipment located in City buildings and facilities. Work includes building maintenance, cleaning and minor construction work associated with the maintenance of public buildings, and correctional facility, equipment and grounds. Is also responsible to construct, maintain and clean streets, sewers, water systems, grounds, right of ways and other public facilities. Operates equipment and utilizes tools as required and is responsible for routine maintenance of tools and equipment. Work is subject to review while in progress and upon completion for conformance to instructions. May lead or supervise an inmate crew on a variety of tasks. This position is expected to act independently or collaboratively in a group to accomplish assigned tasks, and to assist in more highly technical projects; and to do other related duties, as assigned.

An incumbent in this class has training in skilled and semi-skilled work on a higher technical level related to the operation and maintenance of steam and/or hot water boilers, refrigeration, air conditioning units and electrical devices. Incumbents in this classification may be assigned to on-call duties and be called after hours for emergency repairs. May also require working overtime, evenings and weekends as assigned.

#### **REPORTS TO:**

Public Works Foreman or designee.

#### **SUPERVISES:**

May supervise a crew of inmates.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Duties may include, but are not limited to, the following:

- Repair and maintain ventilation systems, air compressors, emergency generators, and air conditioning equipment and auxiliary mechanical equipment.
- Works from sketches, blueprints and oral/written instructions to make repairs and adjustments on electric, pneumatic and electronic control devices, steam and/or hot water boilers, pumps.
- Performs charging, evacuating, condenser cleaning and filter changing.
- Repairs or replaces boiler refectories, boiler blowers; adjusts burners, high and low water cut-out controls.
- Replaces pump couplings, motor bearings, belt-sheaves, and belts.
- Lubricates all mechanical equipment.
- Perform a variety of general maintenance work including carpentry, painting, roofing, masonry, electrical wiring, and works on switches, outlets, controls and lighting systems.

- Completes reports on performance and problems.
- Troubleshoots the computerized system and establishes stop/start time on the systems.
- Monitors alarms and follows up on system failures such as switches and fans.
- Overhauls and balance and air flow calibration.
- Observes and adjusts meters, gauges and control panels.
- May perform maintenance in correctional facilities.
- Mixes, pours, and finishes concrete for street, water, and sewer, as well as building facilities.
- Maintains, cleans and paints interiors and exteriors of buildings, municipal vehicles, and equipment; cleans and services painting tools and equipment.
- Paints street and traffic lines, crosswalks, parking space lines, bridges, pavement legends, and other street markings
- Installs and repairs traffic signs, traffic sign posts, and street construction barricades.
- Cares for, irrigates, cleans, mows and maintains park facilities and grounds; plants and cultivates trees, shrubs, flowers, and lawns; services park restrooms, fountains, and fixtures.
- Trims trees and bushes within the street right-of-way as required.
- Patches and repairs asphalt surface streets and performs minor asphalt street construction projects.
- Removes debris and sprays weeds and collects and disposes of rubbish.
- Sets out and removes temporary facilities such as barricades, reviewing stands, and voting booths as required.
- Lays water lines and sewer lines and repairs water mains and sewer mains.
- May operate a refuse collection vehicle equipped with an automated refuse pickup system.
- May operates a backhoe, grader, loader, trucks, and other mechanized equipment.
- Performs general janitorial maintenance work.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs all duties in conformance to appropriate safety and security standards.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Methods, tools, equipment, and materials used in maintenance work pertinent to job assignment.
- Low pressure boilers, ventilating, refrigeration, absorption air conditioning, power and related mechanical building systems and equipment.
- Plumbing, die thread cutting, union and fitting replacement, open drains and finish replacement.
- General procedures of operation and maintenance of mechanical equipment, tools, and supplies used in the repair and maintenance of equipment.
- Electrical and building construction codes and the basic regulations and ordinances relating to the construction and repair of building equipment and buildings.
- Occupational hazards and safety precautions of the building and mechanical trades.
- Energy Management Computerized System and its operations.
- Work hazards and appropriate safety practices for the job related duties to be performed

### **Ability to:**

- Operate, maintain and repair air conditioning, heating, ventilating, refrigeration and related mechanical building systems.
- Use hand and power tools, materials and instruments, utilized in the building mechanical trades.
- Work under stress and in emergency situations.
- Make written reports.
- Work cooperatively with others.
- Read at the level required in the position to interpret and work from technical sketches, blueprints and plans.
- Program and monitor the computerized heating and air conditioning systems making adjustments through computer control panels.
- Work from oral and written instructions and to follow job diagrams.
- Perform manual labor for extended periods.
- Work at an assigned task for periods of time with minimum supervision.
- Establish and maintain effective working relationships with employees, supervisors, and the public.
- Skillfully use and maintain in a variety of construction, maintenance and grounds equipment.

## **DESIRED MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

High school diploma or GED equivalent, and

### **Experience:**

Three (3) years experience, including two (2) years in building maintenance and repair and one (1) year in the mechanical operation, maintenance, and repair of heating and air conditioning systems and electrical control devices of a large building or plant facility.

### **License:**

Must possess and maintain a valid California Drivers License.

EPA Certification for Refrigeration Gas Recovery

State of California Class "B" Drivers License is desirable.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, roller, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, mowers, weed-eaters, wrenches, detection devices, mobile radio, phone, ditch witch.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.