

SENIOR HEATING AND AIR CONDITIONING FITTER

DEFINITION

Assists in overseeing the overall HVAC operations in a designated maintenance and operations area.

TYPICAL DUTIES

- Surveys sites, plans, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.
- Develops, reviews, and revises work schedules.
- Confers with craft supervisors or managers on job requirements, plans, and schedules.
- Prepares job estimates, scope of work, and sketches of work required.
- Plans, coordinates, and schedules projects with District personnel, community representatives, contractors, vendors, and the public.
- Prepares correspondence, reports, instructions, description of tasks, and related documents.
- Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.
- Orients work crews in the proper and safe use of tools, equipment and materials, and implements safe work practices.
- Provides work direction to craft personnel.
- Identifies and evaluates equipment, supplies, techniques, and systems.
- Ensures compliance with procurement procedures.
- Coordinates resolution of construction project issues in accordance with District policy, applicable laws, and regulations.
- Obtains contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.
- Performs journey-level duties as needed.
- May act in place of the supervisor during absences.
- Enters work order and requisition data utilizing computer systems.
- Applies provisions of collective bargaining agreements.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Heating and Air Conditioning Fitter investigates, plans, estimates, and/or assists an Area Heating and Air Conditioning Supervisor in scheduling, supervising, and inspecting heating and air conditioning installation and repair jobs in District facilities.

An Area Heating and Air conditioning Supervisor is responsible for scheduling, coordinating, and supervising heating, ventilating, and air conditioning installation and repair activities in a maintenance and operations area.

A Heating and Air Conditioning Fitter installs, replaces, and repairs steam, hot water, and gas-fired heating, chilled water and direct expansion cooling, and related air conditioning equipment and controls.

SUPERVISION

General supervision is received from a higher-level craft supervisor or designated manager. Work direction is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles of organization, personnel management, and progressive disciplinary procedures
Pertinent employee health and safety laws, regulations, and District policies and procedures
Pertinent provisions of labor contracts City, County, State, Federal, and other codes pertinent to HVAC work and other related energy conservation codes and mandates
Practices, processes, materials, and tools used in HVAC construction, maintenance, and repair
fuels, combustion, flame supervision systems, and electric ignition devices
Operating and safety controls as found on boilers and direct gas-fired heating systems
Pipe fittings, solder, flux, tools, and materials of the heating and air conditioning trade
Construction, installation, operation, repair, and maintenance of all types of steam and hot-water systems as used for comfort heating and cooking
Chilled water, direct expansion, and variable refrigerant flow systems as applied to air conditioning and heating systems
Design, construction, and functions of mechanical, pneumatic, electrical, and electronic control systems, including energy management systems
Heating and air conditioning air-distribution systems
State and local regulations relative to gas-fired equipment, refrigerants, and other related energy conservation codes and mandates
Microsoft Word, Excel, and Outlook

Ability to:

Read and interpret blueprints, plans, drawings and specifications
Enter and retrieve information using computers
Recognize, analyze, and deal effectively with problems and issues
Estimate cost of materials and labor
Communicate effectively, both orally and in writing
Work effectively with administrators, District personnel, and the public
Manage and direct multiple projects simultaneously
Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
Maintain confidentiality

Special Physical Requirements:

Manual dexterity and strength to use tools of the trade
Visual acuity to read and calibrate instruments
Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 100 pounds in inspecting or assisting projects when needed
Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
Ability to work safely in confined spaces

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience as a Los Angeles Unified School District Heating and Air Conditioning Fitter or Refrigeration Fitter.

Special:

Possession of a certificate of competence of chlorofluorocarbon License type Universal in accordance with EPA Rule 608, Clean Air Act.
A valid California Driver License
Use of an automobile.

SPECIAL NOTE:

Employment is subject to medical clearance.
Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, by not limited to, asbestos and lead.
A Facilities Planner Program certificate is required by completion of the probationary period.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or to change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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