

AIR FILTER TECHNICIAN II

DEFINITION

Conducts routine predictive and preventative maintenance on equipment that provides heating and cooling to school facilities.

TYPICAL DUTIES

Services and adjusts components of the heating, ventilating, and air-conditioning systems, such as unit ventilators, unit heaters, and other less sophisticated units.

Makes minor emergency repairs in connection with routine maintenance while the plant is operating and may assist Heating and Air-conditioning Fitters while the plant is shut down.

Changes intake filters for low NOX Blowers, evaporative cooler pads, and air compressor intake filters on a variety of heating and air-conditioning air handling systems that require air filtration.

Changes air filters and cleans heat transfer coils, drain pans, ductwork, blower wheels, fan blades and air handling compartments, and related parts and equipment.

Oils and greases bearings on pumps, blowers, fans, motors, and gear boxes.

Changes and adjusts belts to proper tensions, changes pulleys and adjusts sheaves.

Checks switches, limits, operating controls, level controllers, relief valves and other related controls found in heating and air-conditioning equipment.

Cleans and vacuums air intake screens, return and supply air plenums, and filter rack assemblies.

Uses thermometers, gauges, and meters to check systems during preventative maintenance operations.

Maintains accurate records of preventative maintenance performed on equipment.

Reports malfunctions and abnormal operating equipment to immediate supervisor.

Maintains mechanical rooms and other areas where work is performed in a clean and orderly condition.

Measures filter racks for special filter sizes and cuts filter media as required.

Reads and records pressure readings across filter banks.

Adds water and dye to inclined manometers and checks manometers for levelness and adjusts as needed.

Cleans manometer pickup tubes and pitot tubes, and checks for kinked sensing lines.

Assists HVAC personnel engaged in day-to-day operations.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Air Filter Technician II independently conducts routine preventative maintenance on heating, ventilation and air-conditioning equipment and their related components, and maintains records regarding maintenance activities.

A Senior Building Engineer schedules work projects and provides work direction to Building Engineers in the operation and minor maintenance of heating, ventilating, and air conditioning equipment.

A Building Engineer services and maintains low-pressure heating systems, ventilating and air conditioning systems, and related mechanical equipment, and instructs Building and Grounds Workers in the routine operation of the systems.

SUPERVISION

Supervision is received from an Area Heating and Air Conditioning Supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Mechanical systems, and the operation and maintenance of such systems and related equipment
Lubrication, air filtration, and proper methods of lifting, moving and carrying boxes up stairways and ladders

Use of common hand tools and ladders

Safety related to dealing with moving machinery, electrical systems, and the use of caustic cleaning agents

Ability to:

Use common hand tools, small power vacuum cleaners, dusters, brushes, and other cleaning devices

Maintain equipment preventative maintenance records and logs

Follow directions and interpret procedures and tasks regarding preventative maintenance of equipment

Recognize safety hazards and abnormal equipment operations

Special Physical Requirements:

Safely lift and carry items weighing up to 50 pounds

Agility to perform a variety of bending, reaching and climbing movements

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Courses in heating and air-conditioning and related subjects taken at occupational, trade and military schools are highly preferable.

Experience:

Six months of experience performing routine maintenance on a variety of heating, ventilating and air-conditioning systems as found in schools, hotels, manufacturing plants and military installations such as ships and bases.

Special:

A valid California Driver License.

Use of an automobile.

SPECIAL NOTE

Prior to employment, all successful candidates are required to pass an asbestos medical examination in compliance with the General Industry Safety Orders, Section 5208, Title 8 of the California Code of Regulations.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
10-24-12
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