

**HVAC Mechanic**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=237277>

Downloaded On: Jun. 26, 2024 12:18pm

Posted Jun. 11, 2024, set to expire Jun. 27, 2024

<b>Job Title</b>	HVAC Mechanic
<b>Department</b>	SAC Administrative Services
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Jun. 11, 2024
<b>Application Deadline</b>	06/27/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5310348">https://apptrkr.com/5310348</a>

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**Job Description**

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**HVAC Mechanic**

**Rancho Santiago Community College District**

**Salary Range:** Grade 13: \$65,294.03 - \$83,396.34/year

**Job Type:** Full Time

**Job Number:** CL24-00926

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**Location:** Santa Ana, CA

**Division:** SAC Administrative Services

**Closing:** 6/27/2024 5:00 PM Pacific

### **Job Description**

#### **CLASS SUMMARY**

Under general supervision coordinates and performs skilled electrical and mechanical work in the installation, maintenance and repair of refrigeration, heating, ventilating and air conditioning equipment; directs and coordinates the work of assigned District personnel and outside contractors; and does other related maintenance work as required.

#### **RESPONSIBILITIES**

Inspects and examines refrigeration and air conditioning equipment to locate defects in operation; disassembles units and restores to operating condition; repairs or replaces condensers, compressors, pumps and other parts; refills or adds refrigerant as required; does service and preventive maintenance on cooling towers and evaporative condensers; does water treatment and testing on open and closed systems; inspects and tests refrigeration systems, safety devices and controls for efficiency of operation and compliance with safety practices, laws and regulations; troubleshoots and takes necessary corrective action for malfunctions and breakdowns of refrigeration and air conditioning units, subsystems and component parts; does welding; reads and interprets blueprints; changes filter media on a regular basis; orders parts and supplies as needed; does related work on heating and exhaust systems; directs and coordinates the work of assigned Skilled Maintenance Workers, Maintenance/Utility Workers on HVAC projects; inspects equipment, buildings, utility systems or other facilities needing heating and cooling work; estimates time, materials and cost involved; develops and maintains preventive maintenance procedures, records and reports; performs other duties as required.

#### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Plant Manager.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of: Design, operation, maintenance, control and repair of refrigeration and air conditioning systems; instruments and equipment used in repair of refrigeration and air conditioning equipment; existing laws relating to operation of refrigeration and air conditioning systems; standard safety regulations; calibration, thermostat adjustments, damper adjustments, unit balancing, contractors, and

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relays; control systems including pneumatic, electric, electronic, and fluidic; basic installation and alteration of electrical systems related to HVAC; basic plumbing; proper methods, materials, tools, and equipment used in the HVAC trade as well as maintenance trades in general.

Ability to: Perform, direct, and coordinate skilled work in installation, maintenance, and repair of refrigeration, heating, ventilation and air conditioning equipment; interpret and work from plans, diagrams, specifications and established procedures; follow verbal and written directions; read and write at the level required for successful job performance; direct and coordinate the work of others; work effectively with others; provide leadership and direction to employees; perform math at a level applicable to this mechanical trade; maintain written records; maintain tools and equipment in clean working order and insure security; assess the job and accomplish the duties without direct and continual supervision; adjust to changes in work loads and assignments; respond to emergency calls and report for duty at other than assigned hours.

Physical Requirements: Performs heavy mechanical labor with strength to lift, carry and/or push 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 lbs; climb stairs and ladders.

License(s) Required: Possession of a valid California driver's license with a driving record that meets minimum standards established by the District's insurance carrier.

### **Job Qualifications**

#### **MINIMUM QUALIFICATIONS**

#### **Training and Experience**

Equivalent to graduation from high school, completion of apprenticeship and two (2) years of experience as a journey-level refrigeration; air conditioning mechanic.

#### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The

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District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **SELECTION CRITERIA**

#### **Application Screening**

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability if applicable
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not

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guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

### **Application Procedures**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.

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3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4531162/hvac-mechanic>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

SAC Administrative Services  
Rancho Santiago Community College District

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