

HVAC Mechanic
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239404>

Downloaded On: Jul. 24, 2024 9:34pm

Posted Jul. 18, 2024, set to expire Aug. 4, 2024

Job Title	HVAC Mechanic
Department	Facilities
Institution	San Diego Community College District San Diego, California
Date Posted	Jul. 18, 2024
Application Deadline	08/04/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description	

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HVAC Mechanic

San Diego Community College District

Closing Date: 8/4/2024

Position Number: 011271

Location: District

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 08/04/2024

Open Until Filled: No

Classification Title: HVAC Mechanic

Working Title: HVAC Mechanic

Location: District

Pay Information

Range 31 (\$5,641.78- \$9,005.57) per month based on the 2024 Classified salary schedule. New employees will begin on Step A (\$5,641.75), Step B (\$5,923.87) with 18 months of verified, paid, full-time equivalent related job experience or up to Step C (\$6,220.07) with 36 months of verified, paid, full-time equivalent related job experience. For purposes of salary placement, 7.5 semester units (or equivalent quarter units) of directly related coursework from a regularly accredited institution will be equivalent to one (1) year of job experience. Step C is the maximum step placement for a new hire, and this is non-negotiable at this time. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 Months

Position Number: 011271

FLSA Status: Non-Exempt (accrues overtime)

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Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 31

Department: Facilities

The Position

Applications are currently being accepted for HVAC Mechanic in the (HVAC & Electrical), located at (DSC/Facilities Services). Hours are (M-F 6:00am to 3:00pm). Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

Desired Qualifications

Knowledge:

- Basic file maintenance and reporting.
- Basic scheduling and coordination techniques.
- Complex electrical and plumbing equipment and systems.
- Computer programs related to HVAC, including a variety of microprocessors, programming language, communication protocols, topology, and networking.
- EPA requirements, Title 24 (State of California), and LEED Certified Buildings, and expansion of EMS. Health and safety regulations.
- High voltage circuits and components. Internal combustion engines. Mechanical codes pertaining to HVAC equipment.
- Operation of modern testing devices. Operation of vehicles, equipment, and machinery related to area of specialty.
- Proper operation of heating, air conditioning, ventilation, and energy systems. Proper repair procedures and safety practices.
- Reading and writing communications skills. Record-keeping techniques. Repair and maintenance

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of HVAC equipment and machinery.

- Safe work practices. SDGE low voltage safety training. State guidelines for the deferred maintenance schedule of equipment. Technical aspects of field of specialty.
- Tools, materials, methods, and terminology used in the maintenance and repair of a wide variety of complex heating, air conditioning, and ventilation equipment and systems using the latest technology.

Skills and Abilities:

- Effective communication skills. Establish and maintain effective working relationships with others, including coworkers, contracted employees, and vendors.
- Estimate the scope and cost of work assignments and select necessary tools and equipment. Install HVAC and electrical equipment and power systems.
- Maintain and repair heating, refrigeration, and ventilation equipment at the trades level. Maintain current knowledge of new technology in the HVAC field.
- Maintain logs, reports, and files. Maintain, test, and repair a wide variety of HVAC, refrigeration, and electrical equipment.
- Operate vehicles, equipment, machinery, and tools as appropriate in area of specialty. Prepare and maintain records. Provide work direction and training. Schedule and coordinate others in proper procedures and practices.
- Troubleshoot High Voltage Circuits and components. Understand and follow oral and written directions. Use required tools and equipment skillfully and safely. Work from sketches, drawings, and blueprints. Work independently with little direction. Work safely.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

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Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Resume; AND,
3. Three (3) references listed within the online application.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

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If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01666

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:

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- Reading and writing communications skills. Record-keeping techniques. Repair and maintenance of HVAC equipment and machinery.
- Safe work practices. SDGE low voltage safety training. State guidelines for the deferred

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Licenses:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

Facilities

San Diego Community College District

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