Employment Opportunity

Heating, Ventilation & Air Conditioning
Maintenance Technician
Facilities Planning & Plant Operations - - CL12-33

Apply by: Monday, October 22, 2012

About the Position: Under general supervision, performs skilled installation, alteration, maintenance, repair and inspection of heating ventilation and air conditioning (HVAC) systems and equipment; works primarily in HVAC, but is required to perform routine duties in other areas of specialization such as electrical on an as needed basis; performs related duties as required or assigned.

Examples of Duties:

- Inspects, installs, maintains, and repairs heating, ventilation, refrigeration and air conditioning equipment including heat pumps, heating and ventilating units, air conditions with gas or electric heat, reciprocating chillers, multi-zone units, hot water heating boilers, cooling towers, thermal energy storage systems, pumps, air handlers, return and exhaust fans, air compressors, variable air volume systems, and refrigerators
- Oversees the College computer controlled energy management system
- Diagnoses problems using prints, diagrams, schematics and test equipment
- Reads and interprets plans, blueprints and specifications and ensures conformity with codes and safety regulations
- Designs and installs systems to be used in new construction
- Redesigns and alters incomplete or improper systems
- Estimates and records time, materials, tools, equipment and cost for work assignments
- Inventories material and supplies; and orders and purchases supplies
- Performs troubleshooting work to locate defects in system
- Safely operates college vehicles and a wide variety of hand and power tools, shop tools and auxiliary equipment
- Observes safe work methods and safety precautions; and uses appropriate safety equipment and devices
- Attends safety meetings and other meetings as appropriate to assignment
- Inspects and repairs safety hazards encountered in the course of the work
- Prepares a variety of records, including work orders, progress reports, system analysis reports and requisitions, using an on-line or personal computer system
- Directs the work of less experienced workers; assists other maintenance technicians as needed
- Trains others in proper and safe work methods
- Assists in developing specifications for contract work
- Inspects contract work for conformity to specifications
- Recommends remedial work as necessary
- Performs related duties as required or assigned

Minimum Qualifications:

Completion of a recognized HVAC apprenticeship program and four years of journey level HVAC experience in installation, maintenance and repair. Please note: additional work experience may be substituted for the formal apprenticeship program on a year-for-year basis to a maximum of four years.

Knowledge of:

- HVAC principles, methods, materials, tools and equipment used in the installation, maintenance, and repair
- Computer controlled energy management system
- HVAC federal, state and local laws, codes and regulations
- Operation and maintenance of a wide variety of hand, power and shop tools, test equipment and other equipment common to the trades
- Safe work methods and safety regulations relating to the work
- Shop mathematics
Skill in:
- Preparing, interpreting and working from diagrams, schematics, drawings and blueprints
- Repairing, installing, servicing and maintaining equipment
- Operating and maintaining tools and equipment safely and skillfully
- Measuring and calculating angles, lengths, and volumes
- Designing, laying out and preparing sketches, plans and cost estimates for work
- Estimating necessary materials and equipment to complete assignment
- Exercising judgment and initiative with limited supervision
- Preparing records and reports, using an on-line or personal computer system
- Reading and interpreting manuals, specifications, drawings, plans and blueprints
- Understanding and following oral and written instructions
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:
- Must possess and maintain a valid California driver’s license and safe driving record during the course of employment
- Must be eligible for Refrigerant Transition and Recovery Certificate
- Must possess sufficient strength and stamina to perform heavy physical labor and safely lift and maneuver objects weighing up to 100 pounds, with assistance
- Must be willing to respond to emergencies in off-hours as necessary
- Must be willing to work outdoors in all weather conditions
- Must be willing to work with exposure to unpleasant and potentially hazardous substances, using proper safety equipment and procedures

Desirable:
- Electrical experience such as maintaining and repairing electrical power and service wiring, control panels, motors, fire alarms, bell and buzzer systems, starters, conduits, indoor and outdoor lighting, circuit breakers, switch boxes and related electrical equipment and fixtures.

Salary: *$3,789 to $4,178 per month to start, plus fringe benefits; seven-step schedule to $5,078 per month. Full-time assignment, 12 months per year; Monday through Friday, 7:00 a.m. to 3:30 p.m., with evenings and/or weekends as needed. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply: Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA  95003
or fax to: (831) 477-3545
Phone:  (831) 479-6217

**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application.
b) Resume – job related
c) One to three letters of recommendation which address the candidate's ability to perform the duties of this position
d) Verification of completion of a recognized HVAC apprenticeship program. Additional work experience may be substituted for the apprenticeship program on a year for year basis. Applicant must provide written evidence that proves additional work experience is equivalent for purposes of substitution.
e) Criminal History Inquiry Supplemental to Application
f) Copy of current driver's license
**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:** All application materials MUST be received in the Human Resources Department by: Monday, October 22, 2012. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.