PALOMAR COMMUNITY COLLEGE DISTRICT

MAINTENANCE VENTILATION MECHANIC/WELDER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To install, maintain and repair all fresh air ventilation devices, boilers, air compressors and gas heaters; to repair and weld handicap railings for compliance with ADA regulations; and to respond to various emergencies and calls for service.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Building Services.

May exercise functional and technical supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Install, maintain and repair all fresh air ventilation devices, boilers, air compressors and gas heaters; inspect belts and motors; check for oil, water and air leaks; repair as necessary.

2. Clean and inspect air lines, fittings, filters and drains on air coolers and compressors; repair pipes regulators and water traps of clean air lines.

3. Clean, maintain and repair all boilers including piping, burners, pumps, chemical pots, valves and gaskets.

4. Inspect gas lines, regulators and valves for leaks; repair or replace copper, black and galvanized pipe for gas and water lines.

5. Design and place reinforcement steel for concrete work; assist in forming, pouring and finishing concrete.

6. Design and install expandable metal strips on portable buildings for ventilation purposes and to prevent animals from entering.

7. Design, weld, install and repair handicapped railings for ramps and sidewalks in compliance with ADA regulations; create, install and repair metal ramps for portable trailers.

8. Operate a variety of equipment and tools including drill press, saws, grinders, torches, welders and various hand and power tools in a safe and effective manner.
9. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.

10. Respond to and resolve various emergency calls and routine calls for service.

**Marginal Functions:**

1. Assign and oversee the duties of work release staff.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Proper methods, materials, tools and equipment used in the heating and ventilating trades.
- Operational characteristics and maintenance procedures of fresh air ventilation devices, boilers, air compressors and gas heaters.
- Methods, materials and equipment used in a wide range of welding tasks.
- Methods and techniques of sheet metal layout.
- Proper use of mig, tig and stick welders.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety practices.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials.

**Ability to:**

- Install, maintain and repair all fresh air ventilation devices, boilers, air compressors and gas heaters.
- Design, weld, install and repair handicapped railings for ramps and sidewalks in compliance with ADA regulations.
- Inspect air lines and gas lines for leaks.
- Operate a variety of welding and fabrication equipment and tools used in the maintenance of fresh air ventilation systems.
- Respond to and resolve various emergency calls and routine calls for service.
- Perform a variety of heavy manual labor.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible welding and metal fabrication experience and experience in the maintenance and repair of fresh air ventilation systems.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in welding, fresh air ventilation maintenance or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles; near visual acuity to inspect assigned work area and perform welding functions.