

# HVAC Technician

## Job Description



<b>Job Title:</b>	HVAC Technician	<b>FLSA:</b>	Nonexempt
<b>Reports to:</b>	Maintenance Supervisor, Director/Executive Director of Maintenance	<b>Pay Grade:</b>	5312A
<b>Dept./School:</b>	Maintenance Department	<b>Calendar Days:</b>	256
		<b>Revised:</b>	3.1.2023

### Primary Purpose

The HVAC Technician, under general supervision, repairs and installs heating and air conditioning systems and equipment throughout the district. Maintains and provides for the safe condition and operation of all HVAC systems in district facilities.

### Qualifications

#### Education/Certification:

- High School Diploma or GED
- Trade License as required by state local authorities
- Clear and valid Texas Driver's License
- Eligible for coverage under the district's vehicle insurance program

#### Special Knowledge/Skills:

- Ability to read, write, speak, and understand the English language
- Knowledge of HVAC repairs, maintenance, and installation techniques
- Knowledge of state and local building codes
- Ability to read and interpret blueprints, diagrams, schematics, and written reference material
- Ability to read and understand instructions for maintenance and safety procedures
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Ability to use hand and power tools
- Ability to work with people in a positive and helpful manner

#### Experience:

- Minimum three (3) years experience in HVAC field required

### Major Responsibilities and Duties

#### Maintenance and Repair

1. Diagnose and repair malfunctions in various types of heating and air conditioning systems. Repair, replace, or calibrate controls including thermostats and switches
2. Install new heating and air conditioning systems and components and relocate and expand existing HVAC systems as needed.
3. Fabricate, assemble, and install duct work and piping according to code specifications and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics

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4. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils. Perform duct cleaning and air quality testing as needed
5. Receive and complete work orders. Select materials and hardware, make time and materials cost estimates, and maintain accurate records on material and labor used
6. Inspect jobs upon completion and ensure areas are clean
7. Maintain inventory of district-owned tools, equipment, and materials including maintaining coolant dispensing records to meet federal requirements
8. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy
9. Respond to emergency calls as needed
10. Possibly work adjusted schedule to meet work load demands
11. Be available to subordinates to assist in solving problems, both occupational and professional
12. Follow District Policy, Administration Guidelines, and Employee Handbook/Supplement directives
13. Perform other duties as assigned

### **Safety**

9. Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition
10. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures
11. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor

### **Professional Growth and Development**

12. Attend training classes and seminars as directed

### **Supervisory Responsibilities**

None

### **Evaluation**

The HVAC Technician's evaluation is a responsibility resting with the Executive Director of Maintenance. An evaluation shall be completed in writing at least once during the course of the school year

### **Work Environment**

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**Tools/Equipment Used:** Electrical measuring and testing equipment; welding equipment; hand tools; power tools; hoist; light truck or van; computer

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; may work on rooftops; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; may work irregular and prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.