Job Title:	Heating, Ventilation, and Air Conditioning (HVAC) Technician	**Wage/Hour Status:**	Nonexempt
Reports to:	Chief Facilities & Operations Officer	**Pay Grade:**	6
Dept./School:	Maintenance	**Date Revised:**	10/10/2024

Primary Purpose:

Under general supervision, maintain, repair, and install heating and air conditioning systems and equipment throughout the district. Maintain and provide for the safe condition and operation of all HVAC systems in district facilities. Develops preventive maintenance schedules and performs the calibration and repair of heating and air conditioning controls and equipment.

Qualifications:

Education/Certification:
High school diploma or GED
Valid Texas driver's license
Current Journeyman license in HVAC systems (Masters Preferred)
External candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee ($50.20) paid by employee

Special Knowledge/Skills:
Knowledge of HVAC repairs, maintenance, and installation techniques
Ability to read and interpret blueprints, diagrams, schematics, and written reference material
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools
Rebuild, adjusts, and calibrates temperature control devices
Performs preventive maintenance on room size air conditioning and heating units
Knowledge of in electronic, pneumatic and manual control HVAC controls
Knowledge of in maintenance and repair procedures and techniques of chillers, boilers, cooling towers and pumps
Ability to perform the installation maintenance and repair of complex HVAC systems
Ability to install and maintain pneumatic controls
Ability to troubleshoot and repair electrical and pneumatic control systems

Experience:
Five years experience in HVAC field

Major Responsibilities and Duties:

Maintenance and Repair

1. Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment.

2. Install new heating and air conditioning systems and components.
3. Relocate and expand existing HVAC systems as needed.
4. Repair, replace, or calibrate controls, thermostats, switches, fuses, and electrical wiring.
5. Fabricate, assemble, and install duct work and piping according to specifications and code.
6. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
7. Maintain Freon dispensing records to meet federal requirements.
8. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
9. Perform duct cleaning and air quality testing as needed.
10. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
11. Receive and complete work orders.
12. Select material and hardware and make time and materials estimates.
13. Maintain accurate records on material and labor used.
14. Maintain inventory of district-owned tools, equipment, and materials.
15. Inspect jobs upon completion and ensure areas are clean.
16. Work with building principals and supervisors to complete projects.
17. Detect needed repairs on equipment following established inspection procedures.
18. Respond to emergency calls as needed.

Safety

19. Perform preventive maintenance on tools and equipment.
20. Operate tools and equipment according to established safety procedures.
21. Ensure that equipment is in safe operating condition.
22. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
23. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job.

Supervisory Responsibilities:

None.

Equipment Used:

Meter, gage, welding equipment, ladder, hoist, hand and power tools, pipe bender, propane torch. Light truck or van.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

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Employee Signature Date