



Division of Human Resources

JOB DESCRIPTION

Job Title: HVAC Technician
Heating, Ventilation, and Air Conditioning
Evening Shift 12 pm-9 pm

Wage/Hour Status: Non-Exempt

Reports to: HVAC Supervisor

Pay Grade: A7

Dept./School: Maintenance and Operations

Date Revised: March 23, 2009

Primary Purpose:

Under general supervision, maintain, repair, and install heating, air conditioning, and refrigeration equipment throughout the district. Perform preventive maintenance of the chillers, boilers, pumps, motors, air handlers, variable frequency drivers, related systems and equipment.

Qualifications:

Education/Certification:

High school diploma or equivalent.
 Valid Texas driver's license.
 Texas HVAC license or willing to obtain.
 EPA Refrigerant Transition and Recovery/Certification.
 Texas Propane License.

Special Knowledge/Skills:

Knowledge of service techniques for heating, air conditioning, and refrigeration.
 Ability to read blueprints and schematics.
 Ability to diagnose and resolve problems (trouble shoot).
 Must be familiar with current NEC and HVAC code books and revisions.
 Knowledge and ability to maintain boilers, cooling towers and chillers.

Experience:

Five years/state contractors license or five years/city master license.

Major Responsibilities and Duties:

1. Diagnose and repair malfunctions in various types of heating, air conditioning, and refrigeration systems. Order and replace parts.
2. Repair, replace, or calibrate controls.
3. Install new heating systems, air conditioning systems, and refrigeration components including piping and air ducts.
4. Conduct energy conservation surveys periodically to determine equipment and procedures necessary to realize most efficient, cost-effective use of HVAC.
5. Maintain freon dispensing records to meet federal requirements.
6. Operate equipment and tools following established safety procedures, perform preventive maintenance and repairs.
7. Respond to emergency calls as needed.

Supervisory Responsibilities:

None.

Equipment Used:

Ladders, hand and power tools, refrigerant reclaiming machine, vacuum pump, soldering equipment, and light truck or van. Electrical meters, leak detector, manometers, velometer manifold pressure gauges, and ampmeter.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Ability to communicate and follow instructions (verbal and written), read blueprints and schematics, diagnose and resolve HVAC problems, and work independently. Frequent district wide travel, continual walking, standing, climbing, stooping, bending, kneeling, reaching, moderate lifting and carrying. Ability to operate hand and power tools, and work in tiring and uncomfortable positions. Works outside and inside and exposure to extreme temperatures. Works around equipment with moving parts and exposure to electrical hazards. Ability to operate motor vehicle.