**HVAC Maintenance, Licensed**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Maintenance and Construction **Classification:** Auxiliary

**Dept/Campus:** Maintenance **Paygrade:** A-8

**Wage/Hr Status:** Exempt **Revised:** January 2019

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**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.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Valid driver’s license

EPA Certification

HVAC Contractors Class A License or ability to obtain HVAC class A Contractor License from stat of Texas

**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 use hand and power tools

**Experience:**

Five years or more of experience in HVAC field preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

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| 1. Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment. |
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| 1. Install new heating and air conditioning systems and components |
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| 1. Relocate and expand existing HVAC systems as needed. |
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| 1. Repair, replace, or calibrate controls, thermostats, switches and fuses. |
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| 1. Fabricate, assemble, and install duct work and piping according to specifications and code. |
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| 1. Wire and connect motors, compressors, temperature control, and humidity controls according to wiring schematics. |
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| 1. Maintain Freon dispensing records to meet federal requirements. |
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| 1. Maintain preventative maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils. |
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| 1. Perform duct cleaning and air quality testing as needed. |
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| 1. Receive and complete work orders. |
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| 1. Select materials and hardware and make time and materials estimates. |
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| 1. Maintain inventory of district-owned tools, equipment, and materials. |
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| 1. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy. |
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| 1. Maintain accurate records on material and labor used. |
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| 1. Inspect jobs upon completion and ensure areas are clean. |
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| 1. Work with building principals and supervisors to complete projects. |
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| 1. Detect needed repairs on equipment following established inspection procedures. |
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| 1. Respond to emergency calls as needed. |
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| 1. Perform preventative maintenance on tools and equipment. |
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| 1. Operate tools and equipment according to established safety procedures. |
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| 1. Ensure that equipment is in safe operation condition. |
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| 1. Follow established safety procedures and techniques to perform job duties. |
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| 1. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately. |

**SUPERVISORY RESPONSIBILITIES:**

HVAC I, II and other as assigned.

**EQUIPMENT USED:**

Meters, gages, welding equipment, ladders, hoists, hand and power tools, pipe bender, propane torch, light truck or van

**WORKING CONDITIONS:**

**Physical Demands/Environmental Factors:**

Constantly moves about district facilities and grounds; typically bends, stoops and crouches on a regular basis; frequently lifts, carries or otherwise positions/repositions objects, equipment and supplies; ability to position self and perform work in various areas of the facility including elevated surfaces, tiring and uncomfortable positions.

Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects, vehicles, gas lines, fumes and toxic chemicals; work on ladders and scaffolding, exposure to dampness, humidity and extreme temperatures; slippery or uneven surfaces; frequent district wide travel.

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

Employee Date

Supervisor Date