



JOB DESCRIPTION

HVAC Technician (Heating, Ventilation, & Air Condition) – Maintenance

JOB DESCRIPTION:

The HVAC Technician under the general supervision of the Director of Maintenance and the immediate direction of the Master HVAC Technician, maintains, repairs, and installs heating and air conditioning systems, ice machines, and equipment throughout the district and maintains and provides for the safe condition and operation of all HVAC systems in district facilities.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Valid Texas driver's license, insurable with Judson ISD insurance carrier, and a good driving record
- Four years experience in the trade and possesses the appropriate master level HVAC and refrigeration license as may be required by city ordinances
- Five years experience in HVAC field

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of electrical theory and application
- 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

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance Policies and safety procedures.
2. Performs all line maintenance as required for satisfactory operation of refrigeration and HVAC equipment with the district.
3. Performs preventive maintenance and periodic checks on all district HVAC and refrigeration equipment.
4. Insures that all safety requirements are followed.
5. Keeps all HVAC related tools and equipment in good working order.
6. Maintains currency on refrigerant recovery and recycling requirements by the Clean Air Act.
7. Coordinates and inspects outside contractors work.
8. Diagnoses and repairs malfunctions in various types of heating and air conditioning systems, including rooftop equipment.
9. Installs new heating and air conditioning systems and components.
10. Relocates and expands existing HVAC systems as needed.
11. Repairs, replaces, or calibrates controls, thermostats, switches, fuses, and electrical wiring.
12. Fabricates, assembles, and installs duct work and piping according to specifications and code.
13. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
14. Maintains Freon dispensing records to meet federal requirements.
15. Maintains preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.

16. Performs duct cleaning and air quality testing as needed.
17. Assists energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
18. Receives and completes work orders.
19. Selects material and hardware and make time and material estimates.
20. Maintains accurate records on material and labor used.
21. Maintains inventory of district-owned tools, equipment, and materials.
22. Inspects jobs upon completion and ensures areas are clean.
23. Works with building principals and supervisors to complete projects.
24. Detects needed repairs on equipment following established inspection procedures.
25. Responds to emergency calls as needed.
26. 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 required.

WORKING CONDITIONS:

MENTAL DEMANDS: Must be able to communicate (verbally and written), understand verbal instructions, reason, concentrate, read, and maintain emotional control under stress.

PHYSICAL DEMANDS: Frequent walking, standing, climbing, heavy lifting (45 lbs. or more) and carrying, stooping, bending, kneeling, and reaching. Ability to operate hand and power tools and work in tiring and uncomfortable positions. Work outside and inside; on slippery or uneven walking surfaces, ladders; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals. Frequent district wide travel.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

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

Manual Trades Pay Grade: 8

Days: 260

Wage/Hour Status: Nonexempt

Updated: March 5, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.