



JOB DESCRIPTION

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

JOB DESCRIPTION:

The HVAC Helper under the general supervision of the Director of Maintenance and the immediate direction of the HVAC Technician, assists the HVAC trades personnel in accomplishing various tasks related to HVAC maintenance.

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
- One year prior experience in jobs requiring HVAC aptitude preferred

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE / SKILLS / ABILITIES:

- General knowledge of tools, instruments, and equipment used in HVAC maintenance
- Ability to use hand and power tools
- Ability to follow verbal and written instructions

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance Policies and safety procedures.
2. Follows instructions and directions issued by the HVAC tradesperson in charge of task.
3. Responsible for the proper maintenance and use of all tools and equipment assigned.
4. Helps maintain a clean and safe work area.
5. Keeps all materials stored in a neat and orderly manner.
6. Reports any suspected HVAC defects or concerns to appropriate supervisor.
7. 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: Ability to concentrate, communicate (verbal and written), interpret (directives and data), read, differentiate, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry weights (15-44 pounds) often, sit, stand, walk, climb stairs, ladders, and ramps; balance, stoop, kneel, crouch, push, pull, reach, repetitive hand motions, speak, maintain visual acuity, and drive a vehicle. Ability to work outside and inside, sunlight, temperature and humidity extremes, extreme vibration and noise, slippery and/or uneven surfaces, subject to chemical and biological exposure, work around moving machinery and equipment, and work around electrical power supply.

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: 4
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.