



JOB DESCRIPTION

Master HVAC Technician (Heating, Ventilation, & Air Condition) - Maintenance

JOB DESCRIPTION:

The Master HVAC Technician under the direction of the Director of Maintenance, performs maintenance and repairs on a variety of district HVAC units, ice machines and other refrigeration equipment.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- (Mandatory) Texas State Master's Licenses for HVAC and Refrigeration.
- High School Diploma or GED
- Valid Texas driver's license, insurable with Judson ISD insurance carrier, and a good driving record
- Minimum five years experience in the trade and has experience working on boilers, centrifugal compressors, and hot/chilled water systems, ice machine, and other refrigeration equipment

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to read schematics and wiring diagrams and a thorough knowledge of electrical theory and application
- Ability to manage and communicate with personnel
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Ability to use hand and power tools
- Ability to work independently

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance Policies and safety procedures.
2. Develops procedures and schedule for preventative maintenance on all district HVAC equipment, ice machines, and other refrigeration equipment.
3. Coordinates, inspects, and reports to the Maintenance/HVAC Supervisor, contractor's work as required for new installations and repair of equipment.
4. Develops procedures for the recovery and recycling of refrigerants to conform with the Clean Air Act.
5. Recommends recovery and recycling equipment to be purchased by the district.
6. Reports status to potential and/or pending problems with installed equipment to the Maintenance/HVAC supervisor on all refrigeration equipment.
7. Orders material and parts as required for maintaining HVAC and refrigeration equipment.
8. Performs all line maintenance as required for satisfactory operation of refrigeration and HVAC equipment within the district.
9. Performs preventive maintenance and periodic checks on all district HVAC and refrigeration equipment.
10. Insures that all safety requirements are followed.
11. Keeps all HVAC related tools and equipment in good working order.
12. Must be able to read and interpret blueprints, wiring diagrams and possess knowledge of electrical

- and HVAC components.
13. Posses knowledge and performs maintenance of control systems for HVAC equipment operation.
 14. Maintains shop and truck inventory and orders parts as required to maintain equipment operations.
 15. Serves as lead craftsman.
 16. 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:

Monitors the work of HVAC Technician

EQUIPMENT USED:

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

Manual Trades Pay Grade: 9

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.