



<b>Job Title:</b>	Heating, Ventilation, and Air Conditioning (HVAC) Helper	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	HVAC Supervisor	<b>Pay Grade:</b>	Maintenance Pay Group 1
<b>Dept. /School:</b>	Maintenance Department	<b>Date Revised:</b>	10/27/2011

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**Primary Purpose:**

Perform elementary preventive maintenance on all HVAC 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, preferred  
Valid Texas driver's license

**Special Knowledge/Skills:**

Ability to follow verbal and written instructions.  
Able to effectively communicate verbally.  
Ability to use hand and power tools  
Ability to lift heavy objects and work on scaffold above ground.

**Experience:**

None

**Major Responsibilities and Duties:**

**Maintenance and Repair:**

1. On a set schedule change air filters, maintain motor drive belts, grease motors and bearings as needed, clean condenser and evaporator coils, and check and service as necessary oil level and air filters on air compressors.
2. Retrieve tools for technician.
3. Set up ladders and equipment.
4. Assist in lifting heavy equipment.

**Safety:**

5. Operate tools and equipment according to established safety procedures.
6. Ensure that equipment is in safe operating condition.
7. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

8. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
9. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Hand and power tools, ladder, Light truck, van or small bus. Scaffold up to 30 feet above ground.

**Working Conditions:**

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

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures, dust, fumes and odors normally associated with HVAC tasks. Exposed to electrical and mechanical hazards. Work around moving objects (air handler, etc.). Frequent district wide travel.

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