



Job Title:	Heating, Ventilation, and Air Conditioning (HVAC) Licensed Technician	Wage/Hour Status:	Non-Exempt
Reports To:	HVAC Supervisor	Pay Grade:	Maintenance Pay Grade 3
Dept. /School:	Maintenance Department	Date Revised:	11/04/2011

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 Texas driver's license
EPA Certified Refrigerant Technician
Texas Class A Air Conditioning Contractor License

Special Knowledge/Skills:

Knowledge of HVAC repairs, maintenance, and installation techniques
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools

Experience:

Five years experience in HVAC field

Major Responsibilities and Duties:

Maintenance and Repair:

1. Diagnose and repair malfunctions in unlimited tonnage air conditioning systems, including rooftop equipment.
2. Install new heating and air conditioning systems and components.
3. Relocate and expand existing HVAC systems as needed.
4. Repair, replace, or calibrate controls, thermostats, switches, fuses, and electrical wiring.
5. Fabricate, assemble, and install ductwork and piping according to specifications and code.
6. Diagnose and repair refrigeration equipment (i.e., walk in and reach in refrigerators and freezers and ice machines and dispensers).

7. Interpret blueprints, diagrams, schematics, and written reference material.
8. Diagnose and repair gas and electrical steamers, mixers, convection ovens, dishwashers, garbage disposals, etc.
9. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
10. Maintain Freon dispensing records to meet federal requirements.
11. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
12. Perform duct cleaning.
13. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
14. Receive and complete work orders.
15. Select material and hardware and make time and materials estimates.
16. Maintain accurate records on material and labor used.
17. Maintain inventory of district-owned tools, equipment, and materials.
18. Inspect jobs upon completion and ensure areas are clean.
19. Work with building principals and supervisors to complete projects.
20. Detect needed repairs on equipment following established inspection procedures.
21. Respond to emergency calls as needed.

Safety:

22. Perform preventive maintenance on tools and equipment.
23. Operate tools and equipment according to established safety procedures.
24. Ensure that equipment is in safe operating condition.
25. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
26. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
27. Other duties as assigned.

Supervisory Responsibilities:

AC helpers and apprentices

Equipment Used:

Meter, gage, welding equipment, ladder, hoist, hand and power tools, pipe bender, propane torch. Light truck or van. Vacuum pumps, refrigerate, recovery machine, scaffold and power lift.

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. Frequent districtwide 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.