



Flour Bluff Independent School District Job Description

JOB TITLE: HVAC Lead Maintenance Technician

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 260

REPORTS TO: Maintenance Supervisor

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Organize and direct HVAC repair maintenance for all district facilities. Assist Director of Maintenance in maintaining the physical school plant, ensuring operating excellence and uninterrupted use. Responsible for the operation/repairs of the HVAC Central Plant.

QUALIFICATIONS:

Education/Certification:

- High School diploma or GED
- EPA Freon Certification
- Air Conditioning Certification from trade school

Special Knowledge/Skills:

- Specific knowledge used in building repair and maintenance including electrical repair, heating, ventilation, air conditioning, and plumbing.
- General knowledge of other crafts used in building repair and maintenance.
- Ability to read blueprints.

Experience:

- Six years of commercial and industrial experience in HVAC

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assign all repairs to HVAC personnel and oversee completion.
2. Initiate contract repair when work cannot be performed by district staff.
3. Perform repairs and assist skilled workers to complete repairs as needed.
4. Work cooperatively with architects, engineers, administrators, principals, and other supervisors to schedule and complete repairs.
5. Inspect all district buildings, facilities, and initiate repairs as needed.
6. Conduct on-site inspection of repair projects.
7. Monitor and inspect contract work.
8. Maintain and program energy management system.
9. Assist in recruiting, screening, training, and evaluation of HVAC personnel.
10. Alternate on security duty as assigned.
11. Respond to emergency calls as needed.
12. Provide training and orientation to all skilled workers in safety procedures and the proper use of tools and equipment.
13. Operate tools and equipment according to established safety procedures.
14. Ensure that equipment is in safe operating condition.
15. Follow established safety procedures and techniques to perform job duties, including lifting, bending, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to maintenance director.

Inventory and Equipment:

17. Prepare, implement, and maintain preventive maintenance schedules for maintenance, repair, and replacement of tools and equipment.
18. Order tools, equipment, and supplies while maintaining accurate records,
19. Recommend replacement of existing equipment.
20. Conduct annual inventory of physical equipment and supplies.

Other:

22. Maintain good working communications with co-workers and other staff members.
23. Maintain good attitude in difficult situations.
24. Help maintain cohesiveness among employees.
25. Perform duties in a timely and organized manner.
26. Project a professional image through demeanor and dress.
27. Comply with Maintenance policies and procedures.

28. Comply with policies and procedures as outlined in employee handbook and addendum.
29. Maintain regular and reliable attendance.
30. Adhere to proper channels when communicating ideas, problems, etc.
31. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van

Posture:

Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting:

Heavy lifting and carrying (45 pounds and over) daily.

Environment:

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.