



## Flour Bluff Independent School District Job Description

**JOB TITLE:** Licensed HVAC Technician

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 260

**REPORTS TO:** Executive Director for Operations

**DATE REVISED:** 12/09

### **PRIMARY PURPOSE:**

- Under the general supervision of the HVAC Lead Technician, install, repair, and maintain HVAC systems, food service and laundry equipment throughout the district. Maintain and provide for the safe conditions and operation for support systems in district facilities.

### **QUALIFICATIONS:**

#### **Education/Certification:**

- High School diploma or GED
- EPA Freon Certification
- Three years' experience or Air Conditioning Certificate from trade school
- ACE Technician Certification, optional

#### **Special Knowledge/Skills:**

- Knowledge of HVAC repairs, maintenance, and installation techniques.
- Ability to repair and maintain food service equipment.
- Ability to read and interpret blueprints, diagrams, schematics, and written reference material.
- Be computer literate.
- Knowledge of pneumatic controls.
- Ability to perform mathematical calculations.

- Ability to diagnose and resolve problems.
- Ability to use hand power tools.

**Experience:**

- Three years' experience in the HVAC field, preferred.
- Three years' experience in food service, preferred.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Diagnose and repair all HVAC systems, electrically and mechanically, in the school district.
2. Perform preventive maintenance schedules of all related equipment as assigned.
3. Perform duct cleaning and air quality as assigned.
4. Incorporate personal and/or laptop computer for troubleshooting various automation control systems.
5. Install new HVAC systems and components.
6. Ensure work area is cleaned after repairs.
7. Replace and/or calibrate climate controls (pneumatic, electronic, and electric) on all mechanical equipment.
8. Receive and complete all work orders as assigned.
9. Work with administrators, supervisors, and other support personnel.
10. Maintain operation of Energy Management System.
11. Assist with interviewing/hiring of new HVAC personnel.

**Safety:**

12. Perform preventive maintenance on tools.
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, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

**Other:**

17. Maintain good working communications with co-workers and other staff members.
18. Maintain good attitude in difficult situations.
19. Help maintain cohesiveness among employees.
20. Perform duties in a timely and organized manner.

21. Project a professional image through demeanor and dress.
22. Comply with Maintenance/Transportation Department policies and procedures.
23. Comply with policies and procedures as outlined in employee handbook and addendum.
24. Maintain regular and reliable attendance.
25. Adhere to proper channels when communicating ideas, problems, etc.
26. 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.**