

United Independent School District

Department of Human Resources

TRADES HELPER - HVAC

Energy / Environment Management Department

Primary Purpose:

Assist in assuring the smooth and efficient operation of all HVAC equipment so that students may have a comfortable and safe physical environment in which to pursue educational goals.

Educational Qualifications:

- Formal or technical training provided by the industry (preferred)
- Experience in HVAC work (preferred)
- Valid Texas Driver's License

Major Responsibilities and Duties:

1. Assists in maintaining all air conditioning equipment.
2. Assists in maintaining all ventilation and air handling equipment.
3. Assists in maintaining the control mechanisms for HVAC systems.
4. Diagnose operating problems, repairs and replaces parts to all HVAC equipment as needed.
5. Assists in maintaining all boiler systems.
6. Assists in maintaining an adequate inventory of supplies, materials, and tools.
7. Assists in following outlined procedures for the requisition of replacement parts, etc.
8. Operates trucks to and from work destinations and accepts responsibility for the proper operation and care of vehicles equipment assigned to the HVAC service.
9. Performs such other duties as the Director may require.

Working Conditions:

Reading; Ability to understand verbal instructions. Strenuous walking, standing, and/or climbing; heavy lifting and carrying. Work outside and inside; exposure to hot and cold temperature; exposure to dust, toxic chemicals, and materials; slippery or uneven walking surfaces; work on ladders; work alone.

Terms of Employment:

Wage / Hour Status: Non Exempt
Minimum Salary: \$9.05 / hour
Pay Grade: 2
Minimum Work Days: 261
Months: 12

Date Last Revised: 08/04

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