



Argyle Independent School District

Job Title: HVAC Technician

Exemption Status/Test: Non-exempt

Reports to: HVAC Supervisor

Pay Grade: SS6

Dept./School: Maintenance

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
- Texas air conditioning and refrigeration contractor license or technician certification

Special Knowledge/Skills:

- Knowledge of HVAC repairs, maintenance, and installation techniques
- Ability to read and interpret blueprints, diagrams, schematics, and written reference material
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Ability to use hand and power tools

Experience:

- HVAC: 1 year (Preferred)

MAJOR RESPONSIBILITIES AND DUTIES

Maintenance and Repair

- Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment and kitchen equipment.
- Install new heating and air conditioning systems and components.

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- Relocate and expand existing HVAC systems as needed.
- Repair, replace, or calibrate controls, thermostats, switches, fuses, and electrical wiring.
- Fabricate, assemble, and install ductwork and piping according to specifications and code.
- Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
- Maintain Freon dispensing records to meet federal requirements.
- Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
- Perform duct cleaning and air quality testing as needed.
- Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
- Receive and complete work orders.
- Select material and hardware and make time and materials estimates.
- Maintain accurate records on material and labor used.
- Maintain inventory of district-owned tools, equipment, and materials.
- Inspect jobs upon completion and ensure areas are clean.
- Work with building principals and supervisors to complete projects.
- Detect needed repairs on equipment following established inspection procedures.
- Respond to emergency calls as needed.

Safety

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

Supervisory Responsibilities:

None

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 district wide travel.

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All employees are to follow district safety protocols and emergency procedures.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.¹

Signature

Date

Print Name

¹ Date Revised: 12/2025