AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**MECHANIC HVAC**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 11**	DUTY DAYS:	**260**	DATE REVISED:	**03/27/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent and graduation from a two-year A/C school is preferred. Five (5) years of related experience is required. An EPA certification for refrigerant recovery is required. Incumbent must have knowledge of a specialized field such as air conditioning. A valid Texas Driver's License is required, and it must be in possession at all times while operating an Austin ISD vehicle.

SKILL REQUIREMENTS:

This position must have the ability to use tools, gauges, trade, and the ability to read and interpret blueprints, diagrams, schematics, and written reference material. Incumbent must have skills as a craftsman, knowledge of HVAC repairs, maintenance, and installation techniques. The incumbent must have the ability to perform mathematical calculations and diagnose and resolve problems. This position requires the ability to read, write, and converse fluently in English.

JOB PURPOSE AND RESPONSIBILITY:

Under general supervision, maintain, repair, and install commercial 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.

ESSENTIAL FUNCTIONS:

- Identify opportunities and implement strategies to prolong the life of equipment and save energy. Perform preventive maintenance on tools and equipment and ensure equipment is in safe operating condition.
- Oil or grease mechanical equipment, change oil in compressors, and replace belts.
- Repack pumps, replace mechanical seals, and realign pumps.
- Diagnose and repair malfunctions in various types of heating and air conditioning systems. Repair, replace, or calibrate controls including thermostats and switches.
- Install new heating and air conditioning systems and components and relocate and expand existing HVAC systems as needed. Fabricate, assemble, and install duct work and piping according to code specifications and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
- 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.
- Receive and complete work orders. Select materials and hardware, make time and materials cost estimates, and maintain accurate records on material and labor used.
- Inspect jobs upon completion and ensure areas are clean.

- Maintain inventory of district-owned tools, equipment, and materials including maintaining coolant dispensing records to meet federal requirements.
- Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
- Respond to emergency calls as needed.
- Check and adjust airflows and pressure drops in systems.
- Check, reset, replace, repair, or calibrate electrical, electronic, and pneumatic controls.
- Recharge air conditioning/heat pump units and chillers with appropriate refrigerant as needed.
- Install compressors, both rotary and reciprocating, read gauges, set thermostats, and adjust when necessary.
- Check water treatment equipment.
- Checks and makes necessary repairs to condensers.
- Receive and complete work orders. Select materials and hardware, make time and materials cost estimates, and maintain accurate records on material and labor used.
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Follow district safety protocols and emergency procedures.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Electrical measuring and testing equipment; gauges, welding equipment; hand tools; power tools; hoist; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; may work on rooftops; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; may work irregular and prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent will provide recurring guidance and consultation to the Energy Management Office and the Maintenance Department and Construction Management. Incumbent will have regular contact with other Austin ISD employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	