



CLEVELAND

INDEPENDENT SCHOOL DISTRICT

Job Description

1901 E. HOUSTON STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	HVAC Helper	STATUS:	Non-Exempt
REPORTS TO:	Director of Facilities and Utilities	TERMS:	233 Days
DEPARTMENT:	Maintenance	PAY GRADE:	AX3

PRIMARY FUNCTION

Assists in maintenance, repair, and installation of 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:

Clear and valid Texas driver's license

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:

2 years experience preferred

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.

ESSENTIAL JOB FUNCTIONS:

1. Assist with diagnosing and repairing malfunctions in various types of heating and air conditioning systems.
2. Assist with Installing new heating and air conditioning systems and components and relocate and expand existing HVAC systems as needed.
3. 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.
4. Receive and complete work orders.
5. Assist with job inspections and ensure areas are clean.

6. Respond to emergency calls as needed.
7. Perform preventive maintenance on tools and equipment and ensure equipment is in safe operating condition.
8. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
9. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
10. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
11. Develop needed professional skills appropriate to job performance.
12. Maintain confidentiality.
13. Reliable attendance and punctuality.
14. Follow district safety protocols and emergency procedures.
15. Participate in staff development activities to improve job-related skills.
16. Attend and participate in staff meetings and serve on staff committees as required.
17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
18. Perform other duties as assigned by supervisor and the Superintendent of Schools.

WORK ENVIRONMENT

Tools/Equipment Used: Electrical measuring and testing equipment; 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 district wide travel

Mental Demands: Maintain emotional control under stress

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date