



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: HVAC Tech II

Salary Block: Operations Support
Pay Grade 8

Reports To: HVAC Foreman

Wage/Hour Status: Non-Exempt

Terms of Employment: 238 Days

Minimum Qualifications:

- High School Diploma, GED or equivalent (English or Spanish)
- Valid Texas Class C License
- Five years minimum with CFC Universal License
- Five years minimum experience in HVAC, commercial refrigeration, Chillers, Boilers and maintenance repair (preferred)
- Three years minimum experience in energy management systems
- Valid HVAC License issued by the Texas Department of Licensing (TDLR)

Special Knowledge/Skills:

- Must be able to work fluctuating hours and shifts
- Demonstrate ability to effectively communicate with District employees and general public (orally and written)
- Ability to read and interpret blueprints, diagrams, schematics, and written reference material
- Ability to speak, read, and write in the English language
- Demonstrate knowledge in commercial heating, ventilation and air conditioning and controls, energy management systems, refrigeration systems, kitchen equipment, and components
- Operate specialized machinery, equipment and tools utilized in the installation, repair, and maintenance of heating, ventilation and air conditioning systems
- Work independently with little direction
- Ability to coordinate district functions
- Ability to interpret policy, procedures, and data
- Ability to coordinate district functions

Performance Responsibilities and Duties:

1. Perform mechanical maintenance work in the repair, installation and alteration of refrigeration systems and controls to include walk-in refrigerators and freezers, boilers, cooling tower and any other equipment as required
2. Analyze and test systems for leaks, faults, pressure/charge loss, energy usage
3. Monitor and recommend solutions to energy conservation problems
4. Assist with the programming of the energy management systems
5. Install, maintain, and repair controls and equipment; troubleshoots, and repairs control systems
6. Assist in programming of DDC systems
7. Plan and lays out work, prepare accurate material list, keep detailed records of control systems and back-up copies of all programs
8. Install, repair, and maintain all mechanical equipment per manufactures specifications
9. Conduct on-site inspections of all maintenance facilities and construction projects
10. Follow plan for preventive maintenance on school service equipment
11. Respond to emergency calls
12. Coordinate with maintenance office personnel to arrange for external contractors' assistance.
13. Submit inventory of equipment and supplies to designated supervisor

14. Responsible for the coordination of mechanical projects with other trades
15. Assist in the service and installation of energy management systems hardware and software protocol
16. Exhibit proper use and care of tools, supplies, equipment and district vehicles
17. Follow the district's procurement policies and procedures when requesting parts, materials or contracted services
18. Submit quotations and invoices on a timely manner
19. Follow EPA regulations and established safety practices at all times
20. Follow established safety procedures and techniques to perform job duties, including, lifting, climbing, etc.
21. Comply with state regulations, written school board policies, established district procedures, and other applicable state and federal laws, including the Department of Public Safety standards
22. Respond timely to work order requests
23. Responsible in keeping work areas tidy and clean at the completion of any work order
24. Operate tools and equipment according to established safety procedures.
25. Support the goals and objectives of the school district and follows all district policies.
26. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
27. Perform any other duties as assigned.
28. Support the goals and objectives of the school district and follows district policies.
29. Maintains a professional level of confidentiality concerning personnel and students.
30. Upholds and adheres to safety rules and policies of the CISD safety program.

Equipment Used:

Meter, gage, welding equipment, ladder, hoist, hand and power tools, pipe bender, propane torch, light truck or van

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in poorly lit, tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Frequent district-wide travel. Frequent prolonged and irregular hours. Duties performed causes fatigue of eyes, fingers or other faculties due to long periods of standing, sitting, and/or repetitive motion. Duties require continuous effort in working with moderate to heavy (10 to 50 lbs. and on occasion, over 50 lbs.) materials producing moderate body fatigue.

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 skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee's Signature

Date