



**PLEASE POST**

**POSITION AVAILABLE**  
**GALENA PARK INDEPENDENT SCHOOL DISTRICT**

**Position:** HVAC Technician III

**Description:** Installs and repairs all types of refrigeration, air conditioning, heating systems and controls in a way that will ensure the health and safety of the District.

**Salary:** Based on Experience

**Length of Assignment:** 260 Days

**Qualifications:**

**Minimum Education/Certification:**  
High School Diploma/GED required  
Valid Texas Driver's License Class C; insurable by district's insurance carrier  
Completion of a four year apprenticeship or completion of a two year technical school with emphasis on air conditioning/refrigeration or State of Texas Air-Conditioning and Refrigeration Contractor's License.  
Journeyman's license in HVAC of pipefitting preferred  
EPA Universal Certification license required  
Computer literate

**Special Knowledge/Skills:**  
Knowledge of the theory and operation of major heavy commercial air conditioning and heating systems  
Knowledge of the theory and operation of major air distribution systems  
Knowledge of air balancing procedures  
Knowledge of water balancing procedures  
Ability to read and interpret electrical schematics and construction plans  
Ability to operate various types of HVAC DDC control systems

**Minimum Experience:**  
Five years experience preferred

\*\*\* JOB DESCRIPTION ATTACHED \*\*\*

**Deadline:** **OPEN UNTIL FILLED**

**Contact** Zachary Fade, Director of Energy Management & Utility Services  
Galena Park Independent School District  
14705 Woodforest Blvd, Houston, TX 77015  
[zfade@galenaparkisd.com](mailto:zfade@galenaparkisd.com)

**Application:**

**Internal (In District) Applicants – Please click on the link below to create an account and upload your current Letter of Interest and Resume:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>

**Out of District – Please click the link below to submit an application:**  
<https://www.applitrack.com/galenaparkisd/onlineapp/>

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	HVAC Technician III	<b>PAY GRADE:</b> 412
<b>REPORTS TO:</b>	Supervisor, Maintenance	<b>WORK DAYS:</b> 260
<b>DEPT./SCHOOL:</b>	Maintenance Department	<b>DATE REVISED:</b> 08/18
<b>WAGE/HOUR STATUS:</b>	Non-Exempt	

---

### **PRIMARY PURPOSE:**

Installs and repairs all types of refrigeration, air conditioning, heating systems and controls in a way that will ensure the health and safety of the District.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

High School Diploma/GED required  
Valid Texas Driver's License Class C; insurable by district's insurance carrier  
Completion of a four year apprenticeship or completion of a two year technical school with emphasis on air conditioning/refrigeration or State of Texas Air-Conditioning and Refrigeration Contractor's License.  
Journeyman's license in HVAC of pipefitting preferred  
EPA Universal Certification license required  
Computer literate

#### **Special Knowledge/Skills:**

Knowledge of the theory and operation of major heavy commercial air conditioning and heating systems  
Knowledge of the theory and operation of major air distribution systems  
Knowledge of air balancing procedures  
Knowledge of water balancing procedures  
Ability to read and interpret electrical schematics and construction plans  
Ability to operate various types of HVAC DDC control systems  
Knowledge of the occupational hazards of the HVAC trade and the necessary safety precautions  
Ability to transform plans into a completed product  
Ability to diagnose and repair various HVAC systems malfunctions to include thermal storage systems  
Ability to lift and carry 50 lbs. without assistance

**Minimum Experience:**

Five years experience preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain, repair, or replace air conditioning systems.
2. Maintain, repair, or replace heating systems.
3. Maintain, repair, or replace environmental control systems.
4. Maintain, repair, or replace DDC control systems. (Trane, Automated logic, Unify)
5. Maintain, repair, or replace ventilation systems.
6. Maintain, repair, or replace chemical treat cooling towers
7. Maintain a clean, safe, and well-organized environment.
8. 8. Ability to trouble shoot Electronic/Electrical components 9v to 460 volts.
9. Ability to maintain, repair air cooled & water cooled chiller units.
10. Maintain Thermal storage (ice or water) HVAC system.
11. Perform all other duties as assigned.

**EQUIPMENT USED:**

Operates and utilizes all types of HVAC repair and diagnostic equipment and a variety of hand and power tools.

**WORKING CONDITIONS:****Physical Demands:**

Constant walking, standing, climbing; heavy lifting and carrying, constant stooping and bending. Work outside and inside; work around machines with moving parts; work around moving objects or vehicles; work on ladders and/or scaffolding; exposure to electrical shock, gas, refrigerants, sewage, dampness, humidity, toxic chemicals, explosive environments, and airborne dust; slippery or uneven walking surfaces; exposure to extreme

temperatures and other irritants; exposure to chemical and conductive burns.  
Regular attendance.

**Mental Demands:**

Ability to communicate effectively  
Maintain emotional control under stress

---

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_