



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Heating, Ventilation, and Air Conditioning (HVAC) Coil Cleaning **Wage/Hour Status:** Non-Exempt
Reports to: HVAC Supervisor **Pay Grade:** AU02
Dept./School: Maintenance and Operations **Date Revised:** 08/21/25

Primary Purpose:

Under general supervision, clean the coils of HVAC systems for optimum efficiency.

Qualifications:

Education/Certification:

High school diploma or equivalent
Valid Texas Driver's License

Special Knowledge/Skills:

Knowledge of service techniques for heating, air conditioning, and refrigeration
Basic understanding of coil cleaning techniques
Ability to communicate and follow instructions (verbal and written), and work independently
Ability to operate hand and power tools, and work in tiring and uncomfortable positions
Ability to operate motor vehicle

Experience:

Five years steady employment preferred
One year working knowledge of HVAC cleaning

Major Responsibilities and Duties:

1. Identify various types of heating, air conditioning, and refrigeration systems.
2. Conduct energy conservation surveys periodically to determine equipment and procedures necessary to realize most efficient, cost-effective use of HVAC.
3. Maintain cleaning logs/records to meet requirements.
4. Able to operate equipment and tools following established safety procedures necessary for the job duties described. These may include power washer, coil cleaning machine, shop vacuum, etc.
5. Carry out basic electrical functions especially turning off power disconnects to HVAC systems to perform job duties.
6. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Ladders, hand and power tools, coil cleaning machinery, shop vacuum, power washer, or other equipment as needed.
Personal computer and telephone.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

District wide travel, continual walking, standing, climbing, stooping, bending, kneeling, reaching, moderate lifting and carrying. Work outside and inside and exposure to extreme temperatures. Work around equipment with moving parts and exposure to electrical hazards.

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

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. Positions are extended annually based upon availability of funding.