



## HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

### HVAC TEMP TECH

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**Reports to:** General Crafts Supervisor  
**School/Department:** Maintenance Department  
**Pay Grade:** Manual Trades/Hourly Pay Grade 7  
**Wage/hour status:** Non-Exempt/Hourly  
**Created/revised:** March 2016

#### Primary Purpose:

Under general supervision, maintain, repair, and install 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:

- High school diploma or GED
- Current, valid Texas driver's license
- Texas air conditioning and refrigeration contractor license or technician certification
- EPA universal certificate for refrigerant recovery and use

##### Special Knowledge/Skills:

- Knowledge of HVAC repairs, maintenance, and installation techniques
- Knowledge of UES, Open Tech and TAC controls
- Knowledge of computers and software operation
- Knowledge of chilled and hot water air conditioning systems
- Knowledge of cooling towers and condenser water systems
- 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
- Ability to use diagnostic equipment
- Knowledge in computers and electronic email

##### Experience:

- Five years experience in HVAC field
- Experience diagnosing problems with pneumatic and DDC control systems
- Three or more years chilled and heating water experience preferred
- Three or more years experience with UES and/or Open Tech or TAC controls preferred
- Experience with condenser water systems and cooling towers



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**Major Responsibilities and Duties:**

**Maintenance and Repair**

1. Diagnose and repair malfunctions in various types of heating and air conditioning systems, including DX, rooftop equipment, VFD, energy management controls, boilers, cooling towers and chilled/hot water A/C systems.
2. Install new heating and air conditioning systems and components.
3. Relocate and expand existing HVAC systems as needed.
4. Repair, replace, or calibrate controls, thermostats, motors, switches, fuses, and electrical wiring (DDC and pneumatic).
5. Fabricate, assemble, and install duct work and piping according to specifications and code.
6. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
7. Use a "P" card for purchases within District guidelines and turn in receipts daily.
8. Maintain Freon dispensing records to meet federal requirements.
9. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
10. Perform duct cleaning and air quality testing as needed.
11. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
12. Receive and complete work orders within District guidelines electronically using I-Pad
13. Select material and hardware and make time and materials estimates.
14. Maintain accurate records on material, material purchases, and labor used and turns in to supervisor on a daily basis or electronically.
15. Maintain inventory of district-owned tools, equipment, and materials.
16. Inspect jobs upon completion and ensure areas are clean.
17. Work and communicate with building principals and supervisors to complete projects.
18. Detect needed repairs on equipment following established inspection procedures.
19. Respond to emergency calls as needed during and after working hours.



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20. Ability to change work schedules/shifts and work weekends and holidays when necessary; work more than 8 hours a day when required.
21. Ability to braze and solder copper pipe/tubing.
22. Ability to operate a vehicle and forklift.
23. Ability to communicate effectively and work with other trades.
24. Be available for after hour emergencies/demands.
25. Ability to use a computer and operate HVAC controls software.
26. Ability to troubleshoot pneumatic and DDC controls.
27. Ability to be "On Call" and respond to after hours emergencies.
28. Support the school district's vision, mission, goals, and priorities.
29. May be on call 24/7 and required to commute in a District Vehicle.
30. Keep daily mileage log if taking company vehicle home.
31. Perform other duties as assigned.

### Safety

1. Perform preventive maintenance on tools and equipment.
2. Operate tools and equipment according to established safety procedures.
3. Ensure that equipment is in safe operating condition.
4. Must adhere to all guidelines set forth on MSDS (Material Safety Data Sheets) when handling chemicals.
5. Must wear PPE (Personal Protective Equipment) when performing any task which could cause injury or illness.
6. Take necessary action immediately and report any condition which could cause injury or illness.
7. Follow established safety procedures and techniques to perform job duties, including lifting and climbing, etc.
8. Must wear district issued uniform while at work, and return all uniforms prior to your last day of employment with Humble ISD or the cost for uniforms will be deducted from final pay check.
9. If you accept the \$100 district voucher for Safety shoes, you will be required to wear safety shoes throughout the work shift. Safety shoes shall provide steel toe protection and have a slip resistant sole. If an employee terminates employment with Humble ISD prior to 90 day, he/she will have the \$100 (voucher for safety shoes) deducted from final pay check.



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#### **Mental Demands/Physical Demands/Environmental Factors:**

This job involves continuous standing, walking, bending, climbing, crouching, pushing, pulling, carrying, reaching, lifting and lowering up 50 lbs. May be required to be "On Call" for after hours emergencies. There is intermittent work at heights to 50ft. There will be physical exposure to cold, heat, dampness and noise. Good hearing, color discrimination and depth perception are necessary. Must have the ability to work appropriately with others in close proximity.

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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.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_