
Job Description – Skilled Maintenance - HVAC

Primary Function: Under the direction of the Maintenance and Operation Director and the Maintenance Manager, maintains and repairs building and grounds systems and equipment throughout the district. Maintains and provides for the safe conditions and operation of all building systems in district facilities.

Responsibilities/Duties:

Maintenance and Repair

- Diagnoses and repairs malfunctions in various types of heating and air conditioning systems
- Repairs, replace or calibrate controls including thermostats and switches
- Installs new heating and air conditioning systems and components and relocates and expands existing HVAC systems as needed
- Fabricates, assembles, and installs duct work and piping according to code specifications and connect motors, compressors, temperature controls and humidity controls according to wiring schematics
- Maintains records and inventory requirements
- Maintains preventive maintenance schedules and procedures for all HVAC equipment, including changing filters and cleaning condensers and coils
- Performs duct cleaning and air quality testing as needed
- Receives and completes work orders, selects material and hardware and make time and materials cost estimates and maintains accurate records on material and labor used
- Maintains inventory of district owned tools, equipment and materials including maintaining coolant dispensing records to meet federal requirements
- Assists energy manager to complete energy conservation surveys to realize most efficient, cost effective use of HVAC energy
- Inspects jobs upon completion and ensures areas are clean
- Works with building principals and supervisors to complete projects
- Detects needed repairs on equipment following established inspection procedures
- Responds to emergency calls as needed

Safety

- Performs preventive maintenance on tools and equipment and ensures that equipment is in safe operating condition
- Follows established safety procedures and techniques to perform job duties including lifting, climbing, operating tools and equipment
- Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Repairs, maintenance and installation techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software

Ability to:

- Knowledge of HVAC repairs, maintenance and installation technique
- Read and interpret blueprints, diagrams, schematics and written reference material
- Perform mathematical calculations
- Diagnose and resolve problems
- Use hand and power tools
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Develop, plan and organize daily operations
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or GED. Valid Texas driver's license. State License or a self-certification process in any building skill trades; examples are HVAC, Electrical, Plumbing, Welding, etc.; the self-certification process will be determined by LTISD. Five years' experience in a skilled trade preferred.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 240 work days. See current pay grade on the Maintenance Compensation Plan.

Revised: 2/12/24

The foregoing statements describe the general function 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.

Employee Signature

Date