



HVAC TECHNICIAN

Rev. July 2025

Job No.: 709

Reports to: Director, Facilities

Dept./Campus: Plant Services

FLSA Status: Non-exempt

Pay Grade: 709

Term: 247 Days

PRIMARY PURPOSE:

To perform general maintenance and repair of heating and air-conditioning units throughout district.

MAJOR RESPONSIBILITIES AND DUTIES

- Perform trouble shooting techniques for heating, ventilating and air conditioning systems (control systems, mechanical problem symptoms, power supply-interruptions, etc.).
- Change filters, clean units, and perform preventative maintenance procedures (grease, clean, etc.).
- Complete repairs as requested on work orders or by maintenance supervisor.
- Commute to and from multiple facilities within the district as assigned using district owned vehicle.
- Demonstrates regular and prompt attendance.
- Practice safe procedures while working with electricity.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Associate degree or certificate of completion from an approved HVAC trade school preferred.
- Environmental Protection Agency (EPA) Universal Reclamation and Recovery certification). TX air condition/refrigeration contractor license or technician certification preferred.
- Two years' experience in Commercial HVAC preferred.
- Valid Texas Class "C" Operator's Driver's License. Driving record must meet district standard for driving district vehicles.

Knowledge/Skills/Abilities:

- Knowledge of HVAC and controls.
- Skill in reading and interpreting blueprints and manuals and troubleshooting complex mechanical systems; and recommend corrective actions.
- Ability to read and understand written and verbal instructions; establish and maintain effective working relationships with staff and the community; perform duties with awareness of all district requirements and policies and organize; and prioritize work responsibilities.

Mental/Physical/ Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Must move about within building to perform maintenance work.
- Frequently ascends/descends a ladder.
- Constantly positions self to be able to reach items on ground or above head.
- Frequently moves items weighing up to 90 pounds.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.

- May be exposed to high or low outside temperatures.
- Noise level in the work environment is usually moderate but will occasionally work in a loud area.
- Work in hot, dry, and dusty conditions as well as possibly cold, wet, and damp areas.
- Regularly works indoors; will occasionally work outdoors.
- Will work near or with moving mechanical equipment.
- Occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust.
- Maintain composure and professionalism at all times.

Equipment Used:

- Hand tools (hammer, saws, wrenches, plier, etc.)
- Frequent use ladders.
- Vacuum pumps, micron gauge, refrigeration recovery machine, electronic scale, refrigeration gauges and other related equipment.