



Para-Professional - Job Description

Job Title: HVAC Mechanic (Technician)

Pay Grade: SO 07

Min \$31,224/Mid \$39,035/Max \$46,845

Reports To: Facilities Supervisor/HVAC Foreman

FLSA Status: Non-Exempt

Dept./School: Division of Operations

Minimum Duty Days: 226 days

Primary Purpose:

To provide preventive maintenance, troubleshoot, repair and service all HVAC equipment located throughout the district. In addition, ensure that facilities are conducive to a comfortable learning and working environment.

Minimum Requirements:

- High School diploma or GED.
- Certified/Licensed HVAC Technician
- Possess and maintain a Valid Texas driver's license with a clear driving record throughout employment
- Must have some formal or technical training provided by the HVAC industry,
- Five years of experience in related HVAC work.

Special Knowledge/Skills:

- Solid knowledge of working with commercial and industrial HVAC systems
- Ability to interpret manufacturer's maintenance and repair manuals and schematics
- Ability to read blueprints, technical drawings and diagrams along with specifications
- Knowledge of electrical circuits, wiring and operating principles of motors and compressors
- Ability to troubleshoot, diagnose and resolve HVAC equipment problems
- Ability to communicate effectively and professionally with district employees and visitors
- Ability to follow written and verbal instructions
- Ability to perform mathematical calculations
- Ability to use hand and power tools
- Refrigerant recovery license/certification

Major Responsibilities and Duties:

1. Performs preventive maintenance, repairs and new installations of all air conditioning equipment.
2. Maintains all ventilation and air handling equipment.
3. Provides support with maintenance of control mechanisms for HVAC systems.
4. Troubleshoots and diagnoses operating problems, executes repairs and replaces parts to all HVAC equipment as needed.
5. Maintains all icemakers & electric water fountains.
6. Constructs sheet metal ductwork as required.
7. Receive and complete work orders in a timely manner. Select material and hardware and calculate time and materials estimates. Maintain accurate records on material and labor used.
8. Follows designated procedures for requisition of parts, supplies and contracted repair services.
9. Safeguards merchandise inventory against damage and theft.

10. Maintain inventory of required equipment, district-owned tools, materials and other related items serviceable and operational with accurate accountability.
11. Work with campus principals and supervisors to schedule and complete projects.
12. Respond to emergency calls as needed by department administration.
13. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
14. Operate tools and equipment according to established safety procedures.
15. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
16. Perform preventive maintenance on tools and equipment to make sure that equipment is in safe operating condition.
17. Inspect jobs upon completion and ensure areas are clean.
18. Operates and provides proper care of vehicles and equipment assigned.
19. Demonstrates respectfulness by communicating effectively with fellow coworkers and staff to establish and maintain effective working relationships.
20. Maintain professional relationship with fellow coworkers and administrators.
21. Maintain confidentiality of information.
22. Enforces local, state and federal life/safety codes.
23. Promotes safety and wears personal protective equipment to perform job duties.
24. Follows safety regulations and attends the safety trainings on a regular basis.
25. Must participate in planned in-service training sessions and relevant workshops.
26. Performs any other duties as assigned by Supervisor.
27. Must wear LISD issued uniform when reporting to duty and adhere to the dress code administrative regulation.

Supervisory Responsibilities:

None

Equipment Used:

Electrical measuring and testing equipment, HVAC testing equipment and pressure gauges, refrigeration recovery equipment, vacuum pumps, small hand tools, power tools, Calculator, hand trucks, pallet jacks, district vehicles & trailers.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- Occasionally lifts more than 50 pounds
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Use hands to handle or feel
- Reach with hands and arms above head
- Balance, stoop, kneel or crouch
- Hearing, speaking clearly and effective
- Exposure to hot and cold weather conditions
- Working prolonged or irregular hours
- Must be able to work on ladders, scaffolds, man-lift devices and on top of building roofs and any other necessary equipment use for performing assigned duties

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.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date