

Job Title:	HVAC Technician	Exemption Status:	Exempt
Reports to:	Director of Facilities and Maintenance	Contract:	Non-certified
Dept./School:	Facilities and Maintenance Department	Pay Grade:	Auxiliary 7
Date Revised:	07/06/2026	Days:	261

Primary Purpose:

Under general supervision, is responsible for maintaining district facilities in a condition of operating excellence for full educational use at all times.

Qualifications:**Education/Certification:**

High School Diploma or GED
Two years of trade school (preferred)
Universal CFC Certification required
Must be insurable to drive district vehicles
Candidate must have satisfactory outcome of fingerprinting check

Special Knowledge/Skills:

Basic knowledge of electronics and DDC type controls to include ALC, Trane, Carrier I-Vu, etc.
Progressive experience in servicing, testing, repairing and maintaining refrigeration systems up to 15 tons
Maintain heating and air conditioning units
Ability to read and interpret a variety of instructions in written, oral, diagrams or schedule form
Ability to read blueprints
Ability to braze copper lines on all HVAC equipment.
Good oral and written communication skills
Ability to establish and maintain effective working relationship with supervisor, fellow employees, and campus personnel
Knowledge in model codes and job safety and O.S.H.A. requirements

Experience:

Must have three years of experience (5 years preferred) in troubleshooting electrical controls, chiller units, air compressors, boilers and other HVAC equipment

Major Responsibilities and Duties:

1. Assume primary responsibility for the safe condition of heating, air conditioning, and refrigeration fixtures in the facilities owned or operated by the district.
2. Examines facilities on a regular basis for the purpose of preventive maintenance.
3. Maintain, trouble shoot, repair and perform preventive type maintenance on direct expansion A/C equipment without instruction.

- 4. Maintain, trouble shoot, and repair electrical, pneumatic, and DCC control systems without instruction.
- 5. Maintain heat pumps, split systems, food storage boxes (walk-ins, reach-ins, and household types), and electronic sub-systems.
- 6. Installation and repairs of equipment common to heating, air conditioning, and refrigeration systems.
- 7. Accurately orders and accounts for materials and labor relative to assignments.
- 8. Keep supervisor abreast of needed repairs, supplies, and equipment needed.
- 9. Daily attendance and punctuality are essential functions of the job.
- 10. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Copper tubing cutters, ladders, power tools, gas detector, wrench set, diagonal cutters, wood chisel, etc.

Posture: Frequent standing, stooping, bending, kneeling, pushing, pulling, twisting, climbing and digging

Motion: Repetitive hand motions

Lifting: Frequent heavy lifting of 50+ lbs.

Environment: Regularly works near or with moving mechanical equipment, loud noise level, exposure to wet and hot conditions, works indoors and outdoors, and frequent district-wide travel

Mental/Physical Demands: Accuracy and timely completion of assigned tasks. Maintain emotional control under stress

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.

Reviewed by _____ Date _____

Received by _____ Date _____