

## 2013-2014 HEATING, VENTILATION, & AIR CONDITIONING (HVAC) LEAD TECHNICIAN JOB DESCRIPTION

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**Job Title:** Heating, Ventilation, and Air  
Conditioning (HVAC) Lead Technician

**Wage/Hour Status:** Nonexempt

**Reports to:** HVAC Specialist

**Pay Grade:** 307 (Auxiliary Calendar)

**Dept. /School:** Maintenance

**Date Revised:** 08/31/2009

### **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

Valid Texas driver's license

Texas air conditioning and refrigeration contractor license or technician certification

#### **Special Knowledge/Skills:**

Knowledge of HVAC repairs, maintenance, and installation techniques

Knowledge in the operation of Pneumatic, Electrical and Direct-Digital control systems

Ability to read and interpret blueprints, diagrams, schematics, and written reference material

Ability to operate a computer and assigned software

Ability to perform mathematical calculations

Ability to diagnose and resolve problems

Ability to use hand and power tools

#### **Experience:**

Ten or more years experience in HVAC field

### **Major Responsibilities and Duties:**

#### **Maintenance and Repair**

1. Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment.
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, switches, fuses, and electrical wiring.
5. Fabricate, assemble, and install duct work and piping according to specifications and code.



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6. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
7. Maintain Freon dispensing records to meet federal requirements.
8. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
9. Perform duct cleaning and air quality testing as needed.
10. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
11. Receive and complete work orders.
12. Select material and hardware and make time and materials estimates.
13. Maintain accurate records on material and labor used.
14. Maintain inventory of district-owned tools, equipment, and materials.
15. Inspect jobs upon completion and ensure areas are clean.
16. Work with building principals and supervisors to complete projects.
17. Detect needed repairs on equipment following established inspection procedures.
18. Respond to emergency calls as needed.

### **Safety**

19. Perform preventive maintenance on tools and equipment.
20. Operate tools and equipment according to established safety procedures.
21. Ensure that equipment is in safe operating condition.
22. Follow established safety procedures and techniques to perform job duties, including but not limited to lifting, climbing, etc.
23. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
24. The Supervisor or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade



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### **Supervisory Responsibilities:**

As assigned by the HVAC Specialist.

### **Equipment Used:**

Meter, gage, welding equipment, ladder, hoist, hand and power tools, pipe bender, propane torch.  
Light truck or van.

### **Working Conditions:**

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

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Frequent districtwide travel.

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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.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

