

HVAC TECHNICIAN II JOB DESCRIPTION

Job Title: HVAC Technician II

Wage/Hour Status: Nonexempt

Reports to: HVAC Supervisor

Pay Grade: 306 (Auxiliary Calendar)

Dept. /School: Maintenance

Date Revised: 7/2018

Primary Purpose:

Under general supervision, maintain and repair all types of large, analog and digitally controlled, HVAC systems including, but not limited to centrifugal and reciprocating chilled water systems (up to 300 tons), air cooled chillers, water source geothermal heat pumps and all ancillary equipment, including pumps and variable Speed Drives (VFD's). 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 operate a computer and assigned software (including email)
- Ability to read and interpret blueprints, diagrams, schematics, and written reference material
- Ability to perform mathematical calculations
- Ability to diagnose and resolve problems
- Ability to use hand and power tools associated with the HVAC field

Experience:

- Eight 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 chillers, boilers, large split systems and rooftop equipment.
2. Repair, replace or calibrate controls, thermostats, switches, fuses and electrical wiring.
3. Wire and connect motors, compressors, temperature controls and humidity sensors according to wiring schematics.
4. Maintain refrigerant dispensing records to meet federal EPA requirements.
5. Maintain preventative maintenance schedules and procedures for all HVAC equipment including filters, belts and coil cleaning.
6. Assist energy manager to complete energy conservation surveys to realize the most efficient cost effective use of HVAC energy.

HVAC TECHNICIAN II JOB DESCRIPTION

7. Receive and complete work orders in a timely and efficient manner.
8. Maintain accurate records on material and labor used.
9. Maintain inventory of district-owned tools, equipment and materials.
10. Inspect jobs upon completion to ensure areas are clean.
11. Work with building principals and supervisors to complete work assignments.
12. Detect needed repairs on equipment following established inspection procedures.
13. Respond to emergency calls as needed.
14. Perform general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in clean operable condition.
15. Program and operate computer based energy management systems to control energy use in district facilities.
16. Perform all duties and work assignments in accordance with district policies and procedures.

Safety:

17. Perform preventive maintenance on tools and equipment.
18. Operate tools and equipment according to established safety procedures.
19. Ensure that equipment is in safe operating condition.
20. Follow established safety procedures and techniques to perform job duties, including but not limited to lifting, climbing, etc.
21. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

22. Perform any and all duties as assigned.
23. Successfully advances district initiatives.

Supervisory Responsibilities:

None.

Equipment Used:

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

HVAC TECHNICIAN II JOB DESCRIPTION

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.

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 _____