

Job Title: HVAC MECHANIC I
Reports to: Maintenance Coordinator
Dept./School: Maintenance
Wage/Hour Status: Non-exempt
Date Revised: December 14, 2015

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, preferred
Technician certification in air conditioning and refrigeration, preferred
EPA universal refrigerant certification, preferred

Special Knowledge/Skills

Knowledge of HVAC repairs, maintenance, and installation techniques
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

Experience

Three to five years experience in HVAC field

MAJOR RESPONSIBILITIES AND DUTIES

Maintenance and Repair

1. Diagnose and repair malfunctions in various types of heating, air conditioning and refrigeration 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.
6. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
7. Maintain refrigerant 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. Diagnose and repair various types of commercial kitchen equipment.
11. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
12. Select material and hardware and make time and materials estimates.
13. Maintain accurate records on material and labor used as required by Maintenance Department policies and procedures.
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.
19. Receive and complete work orders as required by Maintenance Department policies and procedures.

Driving

20. Operate light truck to transport furniture and equipment throughout district.

Safety

21. Instruct assigned personnel on proper and safe use of tools and equipment.
22. Operate tools, equipment, and machinery according to prescribed safety procedures.
23. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
24. Ensure that vehicles, equipment, and tools are in safe operating condition.
25. Inspect and adjust tools and equipment for safety and efficiency.
26. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Other:

27. Follow and abide by School Board and Maintenance Department policies and procedures.
28. Perform other duties as assigned by supervisor.
29. Maintain confidentiality of information.

Supervisory Responsibilities

None.

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 district wide 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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____