HVAC Apprentice

Uvalde CISD

Job Title:	Heating, Ventilation, and Air Conditioning (HVAC) Technician	**Exemption Status/Test:**	Nonexempt
Reports to:	Director of Maintenance	**Date Revised:**	January 2016
Dept./School:	Maintenance	**Pay Grade:**	**3** *(Operations Support)*

Primary Purpose:

Under general supervision, maintain, 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
Graduate of an HVAC Technical School Preferred
Clear and valid Texas driver's license

Special Knowledge/Skills:
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools

Experience:
1 year experience in HVAC field

Major Responsibilities and Duties:

Maintenance and Repair

1. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils. Perform duct cleaning and air quality testing as needed.

2. Receive and complete work orders. Select materials and hardware, make time and materials cost estimates, and maintain accurate records on material and labor used.

3. Inspect jobs upon completion and ensure areas are clean.

4. Maintain inventory of district-owned tools, equipment, and materials including maintaining coolant dispensing records to meet federal requirements.

5. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.

6. Respond to emergency calls as needed.

Safety

7. Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition.

8. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.

9. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

Other

10. Report to work on time and absent with a good cause.

11. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Electrical measuring and testing equipment; welding equipment; hand tools; power tools; hoist; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; may work on rooftops; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; may work irregular and prolonged hours; frequent districtwide travel

Mental Demands: 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 _____