



# Longview Independent School District

## JOB DESCRIPTION HVAC TECHNICIAN

<b>JOB TITLE:</b>	HVAC Technician	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Operations	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Operations	<b>PAY GRADE:</b>	Manual Trades 6

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### 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:

#### Minimum Education/Certification

High School diploma or GED

Valid Texas driver's license

Texas Air Conditioning and Refrigeration Contractor License or Technician Certification

#### Experience:

Five years experience in HVAC field

#### Special Knowledge and 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

### MAJOR RESPONSIBILITIES AND DUTIES:

#### Maintenance and Repair

1. Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment; repair, replace, or calibrate controls including thermostats and switches, fuses, and electrical wiring
2. Install new heating and air conditioning systems and components



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Maintenance and Repair (continued)**

3. Relocate and expand existing HVAC systems as needed
4. Fabricate, assemble, and install duct work and piping according to specifications and code specifications and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics
5. 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
6. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy
7. Receive and complete work orders; select materials and hardware, make time and materials cost estimates, and maintain accurate records on material and labor used
8. Maintain inventory of district-owned tools, equipment, and materials including maintaining coolant dispensing records to meet federal requirements
9. Inspect jobs upon completion and ensure areas are clean
10. Work with building principals and supervisors to complete projects
11. Detect needed repairs on equipment following established inspection procedures
12. Respond to emergency calls as needed

#### **Safety**

13. Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition
14. Operate tools and equipment according to established safety procedures
15. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Safety (continued)

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

#### Other

17. Comply with district policies, as well as state and federal laws and regulations
18. Adhere to the district's safety policies and procedures
19. Maintain confidentiality in the conduct of district business
20. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
21. Demonstrate regular and prompt attendance
22. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT:

Meter, gage, welding equipment, adder, hoist, hand and power tools, pipe bender, propane torch; light truck or van

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data



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### WORKING CONDITIONS: (continued)

#### Physical Demands/Environmental Factors:

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, pulling, pushing; heavy lifting and carrying; repetitive hand motions; work in tiring and uncomfortable positions for extended periods of time; outside and inside; on slippery or uneven walking surfaces, climbing and working from ladders up to 25 feet high, and scaffolding; and around machinery with moving parts; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to hot and cold extreme temperatures, excessive noise, fumes, and toxic chemicals; frequent district-wide travel; state travel may or may not be required; prolonged use of computer terminal possible; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); work requires sufficient strength, agility, dexterity, and hand-eye-foot coordination necessary to perform all essential tasks, including operating and using all tools, equipment and vehicles; lifting and carrying objects weighing up to 50 pounds.

#### Hazards/Unusual Demands:

Work is performed both inside and outside school district building and facilities, and often requires working unusual hours and may be designated for 24 hour on-call. Employee is exposed to a wide range of climatic conditions, dust, flammable or toxic chemicals, and loud noise. Employee is also exposed to potential electrical shock and other physical hazards when working on electronic controls and systems, operating tools and equipment, and working in high places or cramped spaces. Work requires vision necessary to determine color differences. Employee is required to wear and use safety clothing and equipment and to comply with safety policies and procedures.

### EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2017**