



## Heating, Ventilation, and Air Conditioning Technician/Electrician Job Description

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**Job Title:** Heating, Ventilation, and Air Conditioning Technician/Electrician

**Reports to:** Maintenance Supervisor/Director of Facility Services

**Dept./School:** Facility Services/Maintenance

### **Primary Purpose:**

Under general supervision, maintain, repair, and install electrical, heating and air conditioning systems and equipment throughout the district. Maintain and provide for the safe condition and operation of all electrical fixtures and 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 of electrical circuits and wiring and operating principles of motors

Knowledge of local electrical codes

Ability to follow written and verbal instructions

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:**

Five years experience in HVAC/Electrical fields

### **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. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
12. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
13. Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
14. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.
15. Test continuity of circuits to ensure compatibility and safety of components using testing instruments.
16. Measure, cut, bend, thread, assemble, and install electrical conduit using rulers, measuring devices, hand tools, pipe threader, and conduit bender.
17. Repair or recommend replacement of electrical appliances, including commercial ovens, ranges, steam tables, washers, dryers, etc.
18. Receive and complete work orders.
19. Select material and hardware and make time and materials estimates.
20. Maintain accurate records on material and labor used.
21. Maintain inventory of district-owned tools, equipment, and materials.
22. Inspect jobs upon completion and ensure areas are clean.
23. Work with building principals and supervisors to complete projects.
24. Detect needed repairs on buildings, grounds, and equipment following established inspection procedures.
25. Respond to emergency calls as needed.



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### Safety

26. Perform preventive maintenance on tools and equipment.
27. Operate tools and equipment according to established safety procedures.
28. Ensure that equipment is in safe operating condition.
29. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
30. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

### Other Duties as Assigned

31. Other duties could include working in other areas of the maintenance department to provide support during absences or shortage of staff in other trades or to perform duties associated with light construction projects.
32. Requires flexibility and understanding that all maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Facility Services Department.

### Supervisory Responsibilities:

None.

### Equipment Used:

Meter, gage, welding equipment, ladder, hoist, hand and power tools, pipe bender, propane torch. Multi-meter, ohmmeter, oscilloscope, and testing equipment; soldering iron; wire puller; pipe bender and threader; hand and power tools (saw, drill, etc.); trencher; jackhammer; concrete saw; ladder. 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, around electrical power lines, 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.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_