**Job Title:** HVAC Technician I **Wage/Hour Status:** Non-exempt

**Reports to:** HVAC Lead **Pay Grade:** AX05

**Dept/School:** Maintenance **Date Revised:** 8/3/2015

**Primary Purpose:**

Performing preventative maintenance in the zone, to ensure a safe and efficient operation of the districts HVAC equipment and systems. Work with Lead and Manger to address maintenance needs.

**Qualifications:**

Minimum Education/Certification:

 High School Diploma/GED

 HVAC Technical School graduate or equivalent experience.

 Valid Texas Driver License

 Driving record that meets the requirements of the

 district’s insurance carrier.

 Special Knowledge/Skills:

 Effective planning and organizational skills.

 Ability to adapt self and others to a changing work

 environment.

 Possess a positive attitude

 Experience:

 Minimum one year experience as a commercial

 technician/apprentice in the HVAC Field.

**Major Responsibilities and Duties:**

1. Communicate with and respond to your Lead, Manger and administrators

 regarding any and all developments and or questions that pertain to your

 zone.

 2. Complete work orders in a timely manner.

 3. Replace filters, grease and lubricate units per maintenance schedule.

 4. Replace belts as needed.

 5. Work with Lead and Manager to assist in setting priorities for work requests.

 6. Perform any other duties assigned by the Manager or appropriate administrator.

**Equipment Used:**

Ability to operate vehicles and equipment used in the HVAC trade, hand tools

 and safety equipment.

**Working Conditions:**

**Physical Demands:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not Required | Occasional | Frequent | Constant |
| Bending |  | X |  |  |
| Pushing |  | X |  |  |
| Hearing |  |  | X |  |
| Reaching |  | X |  |  |
| Climbing |  | X |  |  |
| Seeing |  |  |  |  |
| Speaking |  |  | X |  |
| Standing |  |  | X |  |
| Lifting |  |  | X |  |
| Walking |  |  | X |  |

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_