

Job Title: Maintenance Heat Vent A/C Mechanic	Wage/Hour Status: Hourly
Reports to: Foreman HVAC	Pay Grade: 407
Dept/School: Maintenance, Building and Grounds	Date Revised: October 15, 2024

Primary Purpose

Provide a comfortable instruction and learning environment in district schools by maintaining the optimal performance of facility heating and cooling systems and mechanisms.

Qualifications

Education/Certification

High School Diploma/GED

Valid Texas Driver's License

Valid State of Texas Air Conditioning & Refrigeration license or Refrigeration Certificate from an accredited Trade School

Valid EPA Refrigeration Recovery Certificate

Special Knowledge/Skills

- Ability to read, understand, and work from drawings and schematics
- Knowledge of electricity, refrigeration, and temperature controls
- Ability to operate hand and power tools
- Ability to work independently

Experience

Five (5) years experience in HVAC field

Major Responsibilities and Duties

1. Diagnose and repair malfunction 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 ductwork and piping according to specifications and code.
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 managers to complete energy conservation surveys to realize the most efficient, cost-effective use of HVAC energy.
11. Receive and complete work orders.
12. Select material and hardware and prepare time and materials estimates.
13. Maintain accurate records on material and labor used.
14. Maintain inventory of district-owned tools, equipment, and materials.
15. Inspect jobs upon completion and ensure work 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. Perform preventive maintenance on tools and equipment.
20. Operate vehicles, tools, and equipment according to established safety procedures.
21. Ensure that the equipment is in safe operating condition.
22. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

- 23. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- 24. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Trade Assistants

Equipment Used

Refrigeration mechanic’s tools, gauges, electrical test equipment, calibration equipment, hand tools, welding equipment, ladders, hoists, pipe bender, and propane torch. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work in tiring and uncomfortable positions indoors and outdoors. Exposure to extreme temperatures, dust, fumes, and odors. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Exposure to mechanical, electrical, and chemical hazards. Must be able to lift 45 pounds and over. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular workdays

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: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas, al 230-2856.