

Job Title: Maintenance Evap Cooler/
Heater Repairman

Wage/Hour Status: Hourly

Reports to: Foreman, HVAC Shop

Pay Grade: 406

Dept/School: Maintenance, Building and Grounds

Date Revised: April 26, 2019

Primary Purpose

Maintain evaporative coolers, gas-fired heaters, and associated equipment (mechanical and electrical), in a sound and safe operation.

Qualifications

Education/Certification

High School Diploma/GED

Valid Texas Driver's License

Valid EPA Refrigeration Recovery Certificate

Valid State of Texas Certified or Registered ACR Technician License; or Refrigeration Certificate from an Accredited Trade School.

Special Knowledge/Skills

- Ability to communicate effectively
- Knowledge of all facets of evaporative cooler and gas heater maintenance procedures including plumbing, electrical, and mechanical operations
- Ability to operate hand and power tools
- Ability to work independently

Experience

Three (3) years' experience in maintaining evaporative coolers

Major Responsibilities and Duties

1. Maintain, install, and troubleshoot all areas of repair of evaporative coolers and gas heaters.
2. Maintain records of pad, cooler sizes, and types (S/D, D/D, and W/V) used in each facility and P/M records including filters for custodian housing.
3. Coordinate monthly activities for P/M, start up, and shut down of cooler and gas fired heaters.
4. Evaluate equipment records; recommend new types of coolers, exhaust fans, related equipment, and gas heaters.
5. Coordinate lists of recommended replacement coolers throughout the year with supervisor; help in preparation of replacement needs at the end of the year.
6. Arrange for trucks, crews for new installation or replacements of needed coolers and associated equipment; arrange with outside crane equipment companies for work schedules.
7. Provide for safe work conditions on job sites for electrical and mechanical precautions.
8. Provide recommendations for alterations, etc., for increased job efficiency and production.
9. Operate vehicles, tools, and equipment according to established safety procedures.
10. Perform preventive maintenance on tools and equipment.
11. Ensure that equipment is in safe operating condition.
12. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
13. Correct unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
14. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Trade Assistants

Equipment Used

Gauges, electrical test equipment, calibration equipment, hand and power tools, welding equipment, ladders, hoists, pipe bender, propane torch. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Work in tiring and uncomfortable positions outside and inside. 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 work days

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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.