

Job Title: Maintenance Refrigeration Equipment
Repairman

Wage/Hour Status: Hourly

Reports to: Foreman/Boiler Shop

Pay Grade: 407

Dept/School: Maintenance Building and Grounds

Date Revised: September 26, 2023

Primary Purpose

Repair and maintain the refrigeration equipment for schools within the El Paso Independent School District.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education
Valid Texas Driver's License
Valid Refrigeration Certificate from an accredited Trade School
EPA Refrigeration Recovery Certificate

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to understand mechanical diagrams and technical manuals of instructions to maintain proper adjustment, maintenance, or repair equipment
- Ability to understand maintenance and calibration of automatic temperature control systems
- Ability to operate hand and power tools
- Ability to work independently

Experience

Five (5) years experience in repair and maintenance of package air-conditioning and refrigeration equipment

Major Responsibilities and Duties

1. Maintain, service, and repair package air-conditioning equipment for any type of cafeteria refrigeration equipment.
2. Perform routine inspections and maintenance of air-conditioning and refrigeration systems.
3. Repair or replace compressors, temperature controls, humidity controls, and fans.
4. Test malfunctioning systems and make repairs by maintaining or replacing defective controls, thermostats, compressors, condensers, and other associated equipment.
5. Perform seasonal shutdowns and start-ups.
6. Perform preventive maintenance repairs and replacements necessary to achieve proper operation of package air-conditioning and refrigeration equipment.
7. Adhere to proper and safe use of potentially dangerous materials and equipment.
8. Repair and replace parts according to manufacturer specifications.
9. Care for vehicle, tools, and test equipment.
10. Exercise due care for the safety of air-conditioning and refrigeration crews.
11. Set up preventive maintenance programs and maintenance warranty files.
12. Coordinate maintenance and repairs on air-conditioning and refrigeration units with outside companies holding repair contracts.
13. Inspect and repair electrical circuitry.
14. Order, record, purchase, and maintain refrigeration equipment.
15. Clean and replace condensers, evaporator coils, and clogged filters to prolong the healthy operation of refrigeration equipment.
16. Operate tools and equipment according to established safety procedures.
17. Ensure that equipment is in safe operating condition.
18. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

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

Supervisory Responsibilities

Supervise Trade Assistant II

Equipment Used

Meters, gages, welding equipment, ladders, hoists, hand and power tools, 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 indoor and outdoor. 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.