



HVAC TECHNICIAN

Job Overview

The job of HVAC Technician was established for the purpose/s of providing HVAC services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, maintaining and upgrading HVAC systems and equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to the Foreman classification.

Job Functions

- Coordinates with assigned foreman and/or other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in heating/air conditioning systems for the purpose of identifying equipment and/or systems repair and/or replacement needs.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Inspects HVAC systems and their components (e.g. heating units, building exhaust fans, ventilation units, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Installs heating and air conditioning equipment and systems for the purpose of providing enhanced and/or upgraded capabilities.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance as needed for the purpose of ensuring the ongoing functioning of HVAC systems.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs heating and air conditioning systems and/or components (e.g. pumps, motors, air handlers, fan coils, piping, etc.) for the purpose of ensuring a comfortable work environment.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Travel

Travels on a daily basis throughout the county to schools and District buildings as needed.



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Working Environment

Work is performed primarily outside of buildings during various temperature extremes and inclement weather. Work is also performed in areas where students and staff are present. May be exposed to dust from drilling, sanding, grinding etc. and excessive noise from use of power tools, working around heavy equipment etc. Work also results in exposure to various chemicals. Safety Data Sheets are readily available for employee information to identify hazards and protective equipment required prior to use of the chemical or compound.

Generally, the job requires 10% sitting, 60% walking, and 30% standing.

Physical Requirements: Occasional lifting up to 70 lbs., carrying, pushing, pulling; climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; working off of ladders, and significant fine finger dexterity.

Qualifications

Minimum experience: At least two years of experience in HVAC maintenance.

Minimum education: None specified. See below for required certification.

Required Testing:

Alcohol and Drug Test

Required Certificates and/or Licenses:

Valid Tennessee Driver's License & Evidence of Insurability; freon handling certificate; Universal EPA Refrigeration Certificate

FLSA Status:

Non-exempt

Continuing Education/Training:

Successful completion continuing education toward license/certification in HVAC trade

Clearances:

Criminal Justice Fingerprint/Background Clearance

Employee Type:

Classified

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