

Killeen Independent School District Job Description

Job Title: HVAC Mechanic
Reports To: Lead HVAC Mechanic
FLSA Status: Non-exempt

SUMMARY

Maintains, installs, and repairs heating, air conditioning, ventilation, and refrigeration systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assembles and positions heating & cooling units in accordance with diagrams.

Installs, repairs, and cleans duct systems.

Connects, adjusts, maintains, and repairs HVAC control systems.

Inspects inoperative HVAC and refrigeration units to locate causes of trouble.

Disassembles heating & cooling unit and replaces or repairs defective parts, then reassembles and starts heating & cooling unit to test operation.

Performs preventive maintenance on HVAC and refrigeration equipment.

Performs other duties as may be assigned by the Lead HVAC Mechanic or Mechanical, Electrical, Plumbing Specialist

SUPERVISORY RESPONSIBILITIES

Directly supervises 1 to 4 employees in Facilities Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable procedures. Responsibilities include training employees; planning, assigning, and directing work.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) preferred, and a minimum of five years experience in the HVAC trade or 3 years experience in the HVAC trade with two years HVAC accreditation.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to read and understand HVAC diagrams, schematics, and blueprints.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess current Texas drivers license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles. The noise level in the work environment is usually moderate.

Prepared By: Frank Crayton, Director for Auxiliary Human Resources

Prepared Date: March 4, 2016

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.