

Killeen Independent School District Job Description

Job Title: Lead HVAC Mechanic
Department: Plant Services
Reports To: Supervisor for Maintenance Services
FLSA Status: Non-exempt

SUMMARY

Supervises workers engaged in maintaining, installing, and repairing heating, air conditioning, ventilation, and refrigeration systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Obtains price quotations on materials.

Plans, coordinates, and schedules HVAC and refrigeration maintenance, preventative maintenance, repair, and installation.

Recommends replacement of HVAC and refrigeration equipment.

Compiles labor and material cost figures and supporting media for cost estimating purposes.

Attends classes and seminars on heating & air conditioning components and system design to update skills.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Interprets specifications, blueprints, and job orders to workers, and assigns duties.

Establishes or adjusts work procedures to meet production schedules.

Recommends measures to improve production methods, equipment performance, and quality of product.

Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains time and production records.

Confers with other leads to coordinate activities of individual departments.

Performs activities of workers supervised.

Performs other duties as may be assigned by the Supervisor for Maintenance Services.

SUPERVISORY RESPONSIBILITIES

Manages 2 to 6 subordinate HVAC mechanics who supervise a total of 1 to 4 HVAC apprentices in Plant Services. Is responsible for the overall direction, coordination, and evaluation of these units. Also, directly supervises 1 to 4 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

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) and a minimum of ten years experience in the HVAC trade. Previous supervisory experience or demonstrate the ability to supervise.

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 drivers license and current Texas HVAC 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: John Paradice, Auxiliary Staffing Specialist

Prepared Date: February 1, 1999

Reviewed/Revised By: Tom Schatte, Professional Standards Administrator

Reviewed/Revised Date: August 16, 2004

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.