



Job Title: HVAC Controls Technician

Exemption Status: Nonexempt

Reports to: Supervisor, HVAC Controls

Date Revised: May 2015

Dept. /School: Maintenance HVAC

Pay Grade: MT07

Primary Purpose:

Performs routine and extensive preventive maintenance and repair procedures on school district facility HVAC Controls equipment/devices and systems.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Associate Degree in a Technical Field preferred
- Valid Texas driver's license with a good driving record
- HVAC Controls Technical School
- HVAC Contractor License preferred

Experience:

- Minimum three (3) years of experience with Central Monitoring & Control Systems and Direct Digital Control (CMCS/DDC) and Pneumatic Controls Systems

Special Knowledge/Skills:

- Computer Experience and use of Microsoft Outlook and Office Suite
- Ability to interface with the Energy Management System
- Ability to interpret mechanical and electrical plans and specifications for building facilities
- Knowledge of basic types of automatic controls and systems instrumentation
- Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Ability to follow instructions.
2. Ability to complete assignments in a timely and workable manner.
3. Ability to work in a team environment.
4. Hands-on experience with the installation, operation, and maintenance of CMCS/DDC and Pneumatic Control Systems.
5. Assist the HVAC Controls Supervisor in the development and maintenance of the HVAC Controls Preventive Maintenance Program.
6. Assist the HVAC Controls Supervisor in the development and maintenance of HVAC Control devices and equipment inventory.
7. Ability to understand Electrical and HVAC Systems, building automation electronic control systems, and interpret control drawings, plans, and specifications.
8. Ability to work on Universal Network Controllers and JACE.
9. Available for after-hours and weekend on-call, and emergencies.
10. Performs all other duties as assigned.

Supervisory Responsibilities:



None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including computer and peripherals; must be skilled with a variety of hand tools; ability to drive a light truck or van safely.

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (100 pounds or more)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, and vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____