

## HVAC TECHNICIAN Job Description

**CATEGORY:** PLANT OPERATIONS  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 64  
**REPORT TO:** HVAC SUPERVISOR  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

Performs maintenance, service and repairs to heating, ventilating, and air conditioning (HVAC) equipment. Removes and replaces HVAC equipment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains physical plant heating and cooling equipment and pneumatic controls.
- Troubleshoots for damaged or worn out components and repairs or replaces with as little down time as possible.
- 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.
- Prepares tubing and pipe, joints and fittings for new installations or repairs.
- Uses equipment appropriate to the trade including power and hand tools, gauges, welding, soldering and sheet metal tools, volt/ohm meters, vacuum pumps, air handlers, compressor leak detector and torches.
- Cuts, reams, bends, and connects tubing and/or pipe; inspects systems for refrigerant leaks, abnormal noise and/or vibration and electrical defects.
- Establishes difference between high pressure and low pressure side of refrigeration system and analyzes other control functions.
- Installs heating and air conditioning equipment and systems, evaporative coolers, diffusers, condensers, controls and other parts related to HVAC equipment.
- 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.
- Analyzes various tests such as tower water treatment, refrigerant gas, air balancing, leak detectors, etc.
- Maintains and repairs air handlers and pumps.
- Assists in construction projects.
- Maintains and repairs kitchen equipment.
- Performs preventive maintenance on equipment.
- Assists in cost estimates and purchasing; repairs and replaces bearings and bushings in motors.

## **HVAC TECHNICIAN Job Description**

- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Completes work orders, as assigned.
- Constantly monitors surroundings and health hazards and reports same to supervisor.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of functional unit-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

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.

- Knowledge of principles of pressure, vacuum, humidity, vaporization, condensation, heat conduction, and radiation as related to the operation, maintenance, and repair of heating, ventilation, and air conditioning systems and equipment.
- Knowledge of OSHA safety regulations and building codes.
- Ability to read and interpret technical plans, diagrams, and manuals relating to mechanical and electrical installations; troubleshoot electrical controls; use electrical testing equipment and analyze tests; perform sheet metal work; diagnose HVAC equipment malfunctions.
- Ability to work cooperatively with others and perform assigned tasks without immediate supervision.
- Ability to operate motorized equipment and vehicles such as carts, cars, trucks or vans.
- Ability to instruct and train others in the work, including the operation and proper use of equipment.
- Excellent customer service skills and interpersonal skills.
- Ability to follow oral and written instructions
- Ability to interpret campus maps and basic drawings.

## **HVAC TECHNICIAN Job Description**

- Ability to use a computer for email access and use.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to use of e-mail and use of the Internet to communicate with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A high school diploma or a G.E.D equivalent and four (4) years of experience in HVAC maintenance **OR** an Associate's degree from an accredited college or university in HVAC and two (2) years of experience in HVAC maintenance.

### **PREFERRED EDUCATION AND EXPERIENCE**

- HVAC Certification.
- Experience working in a thermal plant with a central cooling system.

### **CERTIFICATES AND LICENSURES**

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.

### **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 required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **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 occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate to high.

**HVAC TECHNICIAN  
Job Description**

---

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## HVAC TECHNICIAN Job Description

---

### Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  1. TSC Website
  2. HigherEdJobs
  3. Indeed
  4. LinkedIn
  5. Specialty Job Board
  6. Facebook
  7. Work-In-Texas/ Texas Workforce Commission
  8. Job Fair
  9. Personal Referral
2. \*Do you have a high school diploma or a G.E.D equivalent and four (4) years of experience in HVAC maintenance **OR** an associate degree from an accredited college or university in HVAC and two (2) years of experience in HVAC maintenance.
  1. Yes
  2. No
3. Do you have an HVAC certification?
  1. Yes
  2. No
4. Do you have experience working in a thermal plant with a central cooling system?
  1. Yes
  2. No
5. \*Do you have a valid Texas driver's license or the ability to obtain one within 90 days of hire?
  1. Yes
  2. No