Technician, Senior, Heating Ventilation & Air-Conditioning

FLSA Status: Non-Exempt
Pay Grade: 14
Job Title ID: 16252
Job Series/Job Family: Business Services Series / HVAC Family

Reports To

Supervisor, Heating Ventilation

Job Purpose

To perform complex repairs and maintenance on heating, ventilation, and air conditioning (HVAC) equipment throughout the College.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Diagnoses, repairs, and maintains existing HVAC systems including chilling and heating systems and checks chemical treatments.
2. Installs and replaces all types of pumps or refrigeration equipment, pneumatic valves, electric valves, heat transfer equipment, ventilation, and air distribution equipment according to prints, specifications, diagrams, or other instructions.
3. Examines properties for load conditions and duct design.
4. Troubleshoots fire alarm systems; maintains and repairs computer automated controls systems.
5. Coordinates projects with outside contractors.
6. Orders and secures materials for jobs as needed.
7. Performs preventative maintenance checks on all major mechanical equipment; diagnoses equipment malfunctions and operating efficiency of mechanical equipment.
8. Complies with all applicable health and safety regulations, policies, and established work practices.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- HVAC tools, materials, and safe work practices.
- Water source heat pumps, hydronic pumps, cooling towers,and low pressure boilers.
- HVAC repair, maintenance, and installation techniques.
- Diagnostic and troubleshooting techniques and procedures.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Reading and understanding schematics.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

- Effectively using organizational and planning skills.
- Operating, installing, maintaining, and repairing HVAC equipment.

Computer Skills

Required

- Demonstrated ability using automated building control systems.
- Demonstrated proficiency using standard office software applications for work order systems.

Physical Requirements

Required

- May be exposed to hazardous chemicals
- Occasional lifting of objects up to 80 pounds such as ladders, air compressors, pumps, or other equipment
- Subject to climbing stairs, ladders and scaffolds, and working at heights above 30 feet.
- Subject to standing or walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, stopping, kneeling, crouching, and crawling.

Work Experience

Required

- Two years work experience in HVAC.

Preferred

- Experience with Honeywell and Seimans automated control systems.
- Five or more years work experience with commercial HVAC systems, including water source heat pumps, hydronic pumps, cooling towers, and low pressure boilers.

Education

Required

- High School diploma or equivalent.

Licenses/Certifications

Required

- State of Texas Air Conditioning Contractors License Class A or B Environmental within two years of date of hire. EPA Certification. Valid Texas Driver's License.

Other

Preferred

- HVAC Certification

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.