Trainee, Heating Ventilation & Air-Conditioning

FLSA Status: Non-Exempt
Pay Grade: 8
Job Title ID: 16256
Job Series/Job Family: Business Services Series / HVAC Family

Reports To

Supervisor, Heating Ventilation

Job Purpose

To train with HVAC Technicians in performing 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. Assists HVAC Technicians with repairs and maintenance of existing HVAC systems including chilling and heating systems.
2. Lubricates bearings, replaces and adjusts belts and pulleys, cleans coils and Y-strainers, and replaces filters.
3. Makes entries to work orders and orders materials as needed.
4. Assists HVAC Technicians with installation and replacement of all types of pumps or refrigeration equipment, pneumatic valves, electric values, heat transfer equipment, ventilation, and air distribution equipment according to prints, specifications, diagrams, or other instructions.
5. Assists HVAC Technicians in performing preventative maintenance checks on all major mechnical equipment, including diagnosing equipment malfunctions and operating efficiency of mechanical equipment.
6. Complies with all applicable health and safety regulations, policies, and establish 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.
- HVAC repair, maintenance, and installation techniques.

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.
- Preventative maintenance of HVAC equipment.
- Reading and understanding technical manuals and schematics.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Performing forensic system inquiry.
- Using multi-meter test equipment and wiring diagrams.
- Using and handling refrigeration and refrigeration tools.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications for work order systems and monitoring site conditions via computer.

Physical Requirements

Required

- May be exposed to hazardous chemicals
- Occasional lifting of objects up to 80 pounds.
- Subject to climbing stairs, ladders and scaffolds, and working at heights above 30 feet.
- Subject to standing and walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, kneeling, stooping, and crouching.
- Work is performed primarily in an external environment with exposure to inclement weather and varying temperatures.

Work Experience

Required

- One year work experience in general building maintenance or related area.

Education

Required

- High School diploma or equivalent.

Preferred

- Work experience with HVAC systems.

Licenses/Certifications

Required

- Valid Texas driver's license.

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.