

## 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 valves, 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 mechanical 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.