



CERTIFIED

JUL 23 2015

By Webb County  
Civil Service Commission

## **HVAC Technician**

Building Maintenance

BM/6  
Pay Grade: 14

### **JOB SUMMARY**

This position is responsible for assisting in the installation, repair and maintenance of county HVAC systems.

### **MAJOR DUTIES**

- Ensures compliance with safe work policies and procedures.
- Installs a variety of HVAC equipment.
- Maintains and repairs compressors, electric motors and thermostats.
- Solders and welds refrigerant connections.
- Troubleshoots HVAC problems and malfunctions.
- Interprets instructions, blueprints and specifications for the installation and repair of HVAC equipment.
- Operates a variety of job-related tools and equipment.
- Performs preventative maintenance inspections of equipment and chiller plants.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the standard practices, methods, materials, and tools of HVAC system installation, repair and maintenance.
- Knowledge of pneumatic control systems.
- Knowledge of welding and soldering tools and techniques.
- Knowledge of refrigerant handling guidelines.
- Skill in reading blueprints and schematic drawings.

- Skill in the use of a variety of job-related tools and equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

## **SUPERVISORY CONTROLS**

The HVAC Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include county policies and procedures and relevant state, city and county codes. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related HVAC maintenance duties. The variety of duties contributes to the complexity of the position.
- The purpose of this position is to participate in the repair and maintenance of county HVAC systems. Successful performance contributes to the provision of safe, attractive and well-maintained county facilities.

## **CONTACTS**

- Contacts are typically with coworkers, vendors, contractors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, stockroom, warehouse, and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Must have a high school diploma or GED from an accredited institution.

#### ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date