

PLANO INDEPENDENT SCHOOL DISTRICT

**JOB DESCRIPTION
AUXILIARY POSITIONS**

JOB TITLE: HVAC Chiller Technician **WAGE/HOUR STATUS:** Nonexempt
REPORTS TO: Energy Manager **PAY GRADE:** **49B**
DEPT./SCHOOL: Maintenance **DATE REVISED:** 7/07/06

PRIMARY PURPOSE:

Responsible for performing the preventive maintenance, routine maintenance and troubleshoot/repair of chiller and heavy commercial HVAC equipment.

QUALIFICATIONS:

Education/Certification:

Ability to read and understand English
Class A License
Valid Texas driver’s license
Driving record that is insurable with Plano ISD’s insurance carrier
Factory chiller certification preferred

Special Knowledge/Skills:

Advanced knowledge of heavy commercial HVAC equipment, commercial pneumatic and electronic controls, and commercial AC and DC electrical power.
Willingness to execute written employment contract with Plano ISD

Experience:

10 years of experience in the heavy commercial HVAC field or equivalent with training/course work.

MAJOR RESPONSIBILITIES AND DUTIES:

- Analyze each job assignment and consult with direct supervisor to ensure that materials are available and job is scheduled.
- Keep accurate records of time and cost for each job completed.
- Troubleshoot, repair and maintain commercial chillers, both air cooled and water cooled systems.
- Troubleshoot and maintain heavy HVAC equipment including chilled water, direct expansion, air cooled, and a variety of roof top equipment.
- Troubleshoot and maintain pneumatic and electrical control systems.

- Carry out a scheduled preventive maintenance program.
- Follow safety rules and procedures and assume the responsibility that other co-workers follow these rules.
- Collaborate with the building principal or manager to ensure proper mechanical operation.
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.
- Follow attendance policy as assigned by supervisor.
- Perform other functions that may be assigned by the Administration and/or supervisor.
- Be willing to train and develop others in chiller troubleshooting and repairs.

EQUIPMENT USED:

Uses test equipment such as meters, manifold gauges, temperature records, welding equipment, ladders, and hoists; operates Plano ISD's vehicles.

WORKING CONDITIONS:

Physical Demands:

Frequent lifting and carrying, 15-50 pounds; frequent twisting, reaching above shoulder, bending, climbing, and kneeling.

Environment:

May work outside under conditions of inclement weather; electrical energy.

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress.

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JD – 49B

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by

Date

Reviewed by

Date

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor has the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.