

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

|                      |                  |                          |            |
|----------------------|------------------|--------------------------|------------|
| <b>JOB TITLE:</b>    | HVAC II          | <b>WAGE/HOUR STATUS:</b> | Nonexempt  |
| <b>REPORTS TO:</b>   | HVAC Lead        | <b>PAY GRADE:</b>        | <b>450</b> |
| <b>DEPT./SCHOOL:</b> | Maintenance/HVAC | <b>DATE REVISED:</b>     | 1/28/04    |

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**PRIMARY PURPOSE:**

Responsible for performing the repairing and installing required for HVAC equipment in preventive maintenance as well as an emergency service basis.

**QUALIFICATIONS:**

**Education/Certification:**

Ability to read and understand English  
High School diploma or equivalent  
Valid Texas Driver's License  
Driving record that is insurable with PISD insurance carrier.

**Special Knowledge/Skills:**

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

**Experience:**

Three years of experience in the HVAC field or equivalent training

**MAJOR RESPONSIBILITIES AND DUTIES:**

Analyze each job assignment and consult with the HVAC Lead to ensure materials are available.

Complete work orders in a timely manner and ensure all time and materials are recorded.

Change HVAC filters on routine schedule basis as required.

Troubleshoot and maintain all types of HVAC equipment including chilled water, direct expansion, and a variety of rooftop equipment.

Troubleshoot and maintain pneumatic and electrical control systems.

Assist HVAC technicians in the installation of new equipment.

Carry out a scheduled preventive maintenance program.

Follow safety rules and procedures as well as assume the responsibility that co-workers follow these rules.

Work 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.

**EQUIPMENT USED:**

Uses test equipment such as meters, manifold gauges, temperature records, welding equipment, ladders, and hoists; operates Plano ISD 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); ability to maintain emotional control under stress.

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 have 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.