

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	HVAC Control Technician II	Wage/Hour Status:	Nonexempt
Reports To:	Energy Manager	Date Revised:	8/11/17
Dept./School:	Facility Services Department		

Primary Purpose:

Responsible for completing tasks involving the installation, repair, and maintenance of HVAC EMS control systems within the district; including hardware and software components.

Qualifications:

Education/Certification:

- High School diploma or equivalent
- Valid Texas Driver's License
- Driving record that is insurable with PISD insurance carrier
- Formal training certificates, factory training certificates, etc. (preferred)

Special Knowledge/Skills:

- Knowledge and understanding of Control System Logic
- Working knowledge of Control System components and devices
- Understanding of software elements of control systems
- Knowledge of Schneider/Johnson/Reliable Control Systems
- Working knowledge of various HVAC systems is a plus
- Good communication skills
- Ability to multitask, organize and schedule work and supervise others
- Ability to work with a variety of vendors
- Good computer skills

Major Responsibilities and Duties:

- Responsible for designing and installing Schneider/Johnson Control systems in new and renovated facilities as directed
- Compile and coordinate material orders for all projects
- Coordinate new construction projects with repair vendor and new construction to insure quality product/standardization

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- Oversee the Hot/Cold Hotline to insure quality customer service
- Dispatch technicians to call that have been identified as problems
- Inform the office managers/principals of the solution to the problem that was called in
- Create work orders for problems called in to the HVAC Hot/Cold hotline
- Assist HVAC technicians with stat calibrations, setpoint adjustments, etc.
- Work closely with the energy team and others to extend and enhance the capabilities of the EM system
- Create and install software databases and graphics pages for EM systems as needed
- Ensure the district wide EM systems are properly functioning
- Work closely with the Energy Team and other to extend and enhance the capabilities of the EM system
- Adjust and troubleshoot irrigation controls issues
- Update HVAC calendar and do daily scheduling
- 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

Working Conditions:

Physical Demands/Environment:

Frequent walking, bending, standing, and sitting; possible lifting and carrying of 15 – 50 pounds; inside or outside with exposure to hot or cold temperatures, dust and various materials and/or chemicals; occasional exposure to uneven or slippery surfaces, work on ladders, and exposure to noise

Mental Demands:

Ability to communicate effectively; ability to meet established deadlines; maintain emotional control under stress

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 08-11-17

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. District administration and/or my 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.

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My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____