

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	HVAC Control Technician III	Wage/Hour Status:	Nonexempt
Reports To:	Energy Manager	Pay Range:	48B
Dept./School:	Facility Services Department	Date Revised:	1/12/2024

Primary Purpose:

Perform all authorized related tasks involved in 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/Niagra Control Systems preferred

Working knowledge of various HVAC systems preferred

Good communication skills

Ability to multitask, organize and schedule work and supervise others

Ability to work with a variety of vendors and tasks

Good computer skills

Major Responsibilities and Duties:

Design and install Schneider/Johnson/Reliable/Niagra Control systems in new and renovated facilities as directed

Compile and coordinate material orders for all projects

Coordinate work schedules with Construction & Planning and with Construction Managers and Job Superintendents

Job Title: HVAC Control Technician III

Coordinate related telephone and technology issues with PISD technology personnel

Coordinate new construction projects with repair vendor and new construction to insure quality product/standardization

Direct other technicians in the installation of Schneider/Johnson/Reliable/Niagara Control EM systems & HVAC systems

Manage the Hot/Cold Hotline to insure quality customer service

Create and install software databases and graphics pages for EM systems as needed

Coordinate EM software and hardware system updates

Ensure the proper function of district-wide EM systems

Work closely with the Energy Team and other to extend and enhance the capabilities of the EM system

Adjust and troubleshoot irrigation controls issues

Provide reports as requested by the Director of Operations

Assist with various projects assigned by the Control Systems Administrator

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

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; work inside or outside with exposure to hot or cold temperatures, dust and various materials and/or chemicals; occasional exposure to uneven or slippery surfaces, ladders, and 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:** 1/12/2024

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

Job Title: HVAC Control Technician III

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

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

Employee Signature: _____ **Date:** _____