

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	HVAC III	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Cluster Manager/Supervisor	<b>Pay Range:</b>	48B
<b>Dept./School:</b>	Facility Services	<b>Date Revised:</b>	10/12/2021

---

**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:**

- High school diploma or equivalent
- Valid Texas driver's license
- Driving record that is insurable with Plano ISD's insurance carrier

**Special Knowledge/Skills:**

Working knowledge of commercial HVAC equipment, commercial DDC controls, and commercial AC and DC electrical power

**Experience:**

Four years of experience in the HVAC field or equivalent training/course work

**Major Responsibilities and Duties:**

- Analyze each job assignment and consult with the Cluster Supervisor to ensure that materials are available
- Maintain accurate records of time and cost for each job completed
- Troubleshoot and maintain all forced draft as well as natural draft boilers and hot water heating systems
- Troubleshoot and maintain all types of HVAC equipment including chilled water, direct expansion, and a variety of roof top equipment
- Troubleshoot and maintain 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

**Job Title:** HVAC III

Install and repair air conditioning equipment including all facets of ductwork, refrigeration equipment and copper piping

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

**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/Environmental:**

Frequent lifting and carrying, 15-50 pounds; frequent twisting, reaching above shoulder, bending, climbing, and kneeling; may work outside under conditions of inclement weather; electrical energy

**Mental Demands:**

Reading; ability to communicate effectively in English (verbal and written); ability to 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:** 10/12/2021

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.

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

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_