

**PLANO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

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| Job Title: | HVAC Chiller Technician | Wage/Hour Status: | Nonexempt |
| Reports To: | Manager Facilities Cluster | Pay Range: | 49B |
| Dept./School: | Facility Services | Date Revised: | 7/29/21 |

Primary Purpose:

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

Qualifications:

Education/Certification:

- Ability to read and understand English
- Universal 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

Experience:

Seven 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 for jobs 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 all HVAC equipment including chilled water, direct expansion, air cooled, and a variety of roof top equipment

Troubleshoot and maintain pneumatic and electrical control systems

Job Title: HVAC Chiller Technician

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

Train and develop other department employees in chillers and HVAC equipment troubleshooting and repairs

Remain available to be on call on a rotating basis

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, hoists, laptop, and hand held radio; 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

Acknowledgment:

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:** 7/29/2021

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:** _____