



CROSBY INDEPENDENT SCHOOL DISTRICT

POSITION AVAILABLE

Posted: September 10, 2015

Job Title:	Certified Maintenance Worker - HVAC	Wage/Hour Status:	Nonexempt
Reports to:	Director of Maintenance	Pay Grade:	Manual 5 (\$18.27 – \$27.08) Depends on Yrs of Experience
Dept./School:	Maintenance	Date Revised:	02/14/2012
Report Date:	September 24, 2015 (As Soon As Possible)	Deadline Date:	Until Filled

In-House applicants must complete the online internal application process in TalentEd

Primary Purpose:

Perform general maintenance and repair of HVAC equipment throughout the school district.

Qualifications:

Education/Certification:

Valid Texas driver's license
High School Diploma/GED
EPA Certification (Required)

Special Knowledge/Skills:

Strong knowledge of HVAC repairs, maintenance, and installation techniques
Knowledge and understanding of UES controls
General knowledge in the operation of computers and software
Strong knowledge working on chilled and hot water air conditioning systems
Knowledge of cooling towers and condenser water systems
Knowledge in troubleshooting of electrical controls
Ability to read and interpret blueprints, diagrams, schematics, and written reference material
Ability to perform mathematical calculations and use critical thinking
Basic knowledge of Heating Boiler Operation and sequence of operation
Ability to diagnose and resolve problems
Ability to use hand and power tools
Ability to use diagnostic equipment
Ability to perform building audits

Experience:

Five years experience in HVAC field
Three or more years chilled water experience preferred
Three or more years experience with UES controls preferred

Such alternatives to the above qualifications as the administration may find appropriate and acceptable.

Major Responsibilities and Duties:

Maintenance and Repair

Troubleshoots the more complex electrical and chiller or control problems, determines parts needed and work procedures.

Analyzes building heating/cooling system and controls and recommends modifications to achieve better operation of energy efficiency.



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Maint/Cert Wker-HVAC

Considerable knowledge of the design and operation of centrifugal and reciprocal compressors and electrical power tools.

Researches new equipment or procedures for possible adoption and use.

Complete repairs as requested on work orders or by maintenance foreman.

Driving

Operate light truck to travel throughout the district.

Safety

Operate equipment and use tools following established safety procedures.

Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.

Maintain tools and equipment and perform preventive maintenance as required.

Supervisory Responsibilities:

None.

Equipment Used:

Power tools related to HVAC work.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work outside and inside. Exposure to extreme temperatures, dust, fumes, and odors. Exposure to mechanical, electrical, and chemical hazards. Work around moving objects or vehicles.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

The Crosby Independent School District - in compliance with the Title VII, American Disability Act, Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973 and other statutes- seeks to provide equal opportunity without regard to race, color, religion, national origin, sex, age, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status. This policy extends to the employment and all programs and activities conducted by the district. For Further information, Contact the Office of the Superintendent, Crosby Independent School District, 706 Runneburg Rd. Crosby, Texas 77532

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