

Carthage Independent School District

VACANCY ANNOUNCEMENT

HVAC Technician

PRIMARY PURPOSE:

Under general supervision, maintain, repair, and install heating and air conditioning systems and equipment throughout the district. Maintain and provide for the safe condition of all HVAC systems in district facilities.

QUALIFICATIONS:

High school diploma or GED Valid

Texas driver's license

Texas air conditioning and refrigeration contractor license or technician certification

Minimum of 5 years of experience in HVAC field

E.P.A./Universal Refrigerant certification

KNOWLEDGE/SKILLS:

Knowledge of the International Building Code and ASHRAE guidelines

Knowledge of HVAC repairs, maintenance, and installation techniques

Ability to read and interpret blueprints, diagrams, schematics, and written reference material

Ability to perform mathematical calculations as they pertain to the position of HVAC Technician

Ability to diagnose and resolve problems

Ability to use hand and power tools MAIN

RESPONSIBILITIES AND DUTIES:

Diagnose and repair malfunctions in various types of heating and air conditioning systems including rooftop equipment.

Install new heating and air conditioning systems and components

Relocate and expand existing HVAC systems as needed

Repair, replace, or calibrate controls, thermostats, switches, fuses, and electrical wiring.

Fabricate, assemble, and install duct work and piping according to specifications and code

Wire and connect motors, compressors, temperature controls and humidity controls according to wiring schematics Maintain Freon dispensing records to meet federal requirements

Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils

Perform duct cleaning and air balancing as needed

Maintain accurate records on materials and labor used, and maintain inventory of district-owned tools, equipment and materials.

Work with building principals and supervisors to complete projects

Detect needed repairs on equipment following established inspection procedures

Respond to emergency calls as needed

Operate tools and equipment according to established safety procedures and ensure equipment is in safe operating condition at all times

Correct unsafe conditions in work area and report conditions that are not correctable to supervisor immediately

Ability to work from heights (roofs, ladders, lifts, etc.)

Other duties as assigned (may include but not limited to general maintenance, minor electrical repairs, etc.)

TERMS OF EMPLOYMENT: 260 DAYS

SALARY RANGE: Based on Experience

BEGINNING DATE: Immediately

REPORTS TO: Director of Maintenance

LOCATION: CISD Maintenance Service
APPLICATION DEADLINE: Until Filled
APPLICATION PROCESS: In-District Applicants —submit a letter of interest, an updated resume, and copies of all applicable
Out of District Applicants - submit a letter of interest, a resume, a CISD maintenance application (found on the CISD web site — go to the Employment tab, scroll down to the bottom and use the application for auxiliary), copies of all licenses and certifications, three(3) letters of recommendation from past employers or supervisors.

CONTACT: Mr. Andy Dawson
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An Equal Opportunity Employer

Carthage Independent School District is an equal opportunity employer and does not discriminate on the basis of age, national origin, race, color, sex, religion, disability, or against any legally protected group.

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