Cedar Hill Independent School District
Job Description

Job Title:	HVAC LICENSED	**Wage/Hour Status:**	Nonexempt
Reports to:	Director, Facilities & Grounds	**Pay Grade:**	740
Dept./School:	Maintenance	**Number of Days:**	260
Funding Source:	Local		

Primary Purpose:
To help provide a better physical learning environment that is safe and efficient for all students and personnel in the district.

Qualifications:

Education/Certification
High school diploma or GED.
Federal Environmental Protection Agency refrigerant certified; other certification as required.
Must maintain current Texas Driver License; maintain appropriate driving record for insurance purposes.

Special Knowledge/Skills
Demonstrates professional manner and aptitude for successful fulfillment of assigned performance responsibilities.
Performs work in a professional manner and demonstrates ability and desire for professional growth.
Conscientiously maintains assigned paperwork and records, including time card accuracy, daily reports, and other required documentation.
Willingness to work overtime occasionally.

Experience
Five years verifiable on-the-job experience as a service man without direct supervision

Major Responsibilities and Duties:
- Plans and schedules daily assigned work orders (prepare materials needed and equipment required).
- Maintain work orders in proper priorities.
- Survey large or questionable jobs with the Maintenance Director.
- Survey safety devices and equipment on a regular basis. Keep equipment and tools in clean and safe condition, including shop and/or work areas.
- Keep the work truck clean and well-equipped; maintain proper operation of the vehicle and report any problems to the mechanic shop or Maintenance Director immediately.
- Provide complete and accurate information concerning work assigned and/or completed to the dispatcher and/or Maintenance Director.
- Observes and practices all safety rules and requirements pertaining to hazardous chemicals, asbestos containing materials (ACMs), and environmental hazards.
- Performs according to job requirements concerning climbing ladders, scaffolds, and platforms in order to do work, including rooftops of multi-story buildings.
- Ability to do required lifting and carrying of reasonable loads of at least fifty (50) pounds.
- Complies with directions and instructions from the supervisor and performs other tasks and assumes such responsibilities as may be assigned.
- Maintains positive and cooperative working relationships with colleagues and others in the conduct of district business and demonstrates team work in daily activities.
- Meets attendance standards and complies with notification procedures for absences.
- Is prompt and thorough in completing daily assignments and attending to details accurately and efficiently.
- Provides complete and accurate information in the conduct of district business.
- Maintains confidentiality in the district business.
- Complies with district policies, as well as state and federal laws and regulations.
- Follows the daily work schedule and makes good use of time.

Equipment Used:

- Any manual and power tools necessary to perform HVAC tasks.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Reading; ability to understand basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Demonstrate good physical dexterity and have the ability to perform manual tasks and body movement including strenuous walking, standing, carrying and/or climbing, reaching, stooping, and bending.
- **Lifting:** Occasional light lifting and carrying up to 50 pounds.
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise, risk of injury, dust, toxic chemicals, slippery or uneven walking surfaces, work on ladders, work on top of and underneath single story and multi-story buildings, able to work alone,and district-wide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

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.

Reviewed by:_____ Date: _____
Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature