



# Coastal Bend COLLEGE

Position Title: H V A C T E C H N I C I A N

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|--------------------|--------------------------------|
| Location           | Beeville-Primary; All Campuses |
| Hours              | 40 hour/week minimum           |
| Salary             | \$18 - \$25 per hour; KSA      |
| Job Classification | Exempt                         |
| Security Sensitive | Y e s                          |
| Division           | Physical Plant                 |
| Department         | Physical Plant                 |
| Reports to         | Director – Physical Plant      |

## II. Education Requirements

G.E.D. or High School Diploma required, an Associate's Degree is preferred.

## III. Qualifications:

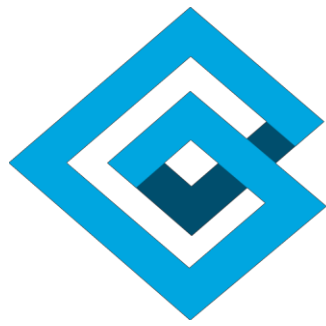
Must possess or have the ability to obtain a valid Texas Driver's License within thirty (30) days of hire. Must be able to work a flexible work schedule.

Must have knowledge of HVAC repairs, maintenance and installation techniques; two (2) years' HVAC work experience required; five (5) years' experience preferred.

480 Volt Three Phase, high voltage and low voltage experience required. Type I and Type II CFC Certification required; Universal CFC certification preferred.

Must be able to read, write and follow oral and written instruction in English in order to perform all of the listed job tasks. Requires the ability to multi-task and work cooperatively with others.

Required to carry a cell-phone for emergency contact on a rotation basis and participate in an emergency response team.



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Preferred Qualifications: Prior experience at a school district, college or a similar higher education environment, or large multi-building facilities environment. Ability to work unsupervised on a variety of job tasks from simple to complex.

Ability to analyze and respond appropriately to emergency situations and to recognize, secure and report unsafe conditions immediately.

Must have knowledge of safe working techniques and safety equipment and must be aware of the typical hazards of the work place as well as the special hazards that may be encountered (biohazards, chemicals, asbestos/lead containing materials, etc.).

### **IV. Essential Functions:**

The HVAC Technician works with HVAC controls in the maintenance and operation of the utility system; operates various types of commercial/residential equipment including pumps, motors, fans, boilers and chillers; and performs maintenance on the utility distribution systems as required and assigned by the Physical Plant Director.

### **V. Job Responsibilities:**

Inspects, repairs and performs preventative maintenance on exhaust fans and air intake equipment.

Inspects, repairs and performs preventative maintenance on HVAC cooling, heating climate control equipment, and related distribution systems.

Monitors the HVAC system on campus with HVAC climate control software. Maintains operational logs on related distribution systems.

Calculates estimates for job repairs and preventative maintenance and parts inventory for in-house and outsourced repairs.



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Maintains/clean facility cooling split-systems, package units, HVAC utility vehicle and related equipment.

Installs, repairs, adjusts, services, and maintains climate control systems in relation to HVAC instruments, gauges and controls.

Installs, operates, services, and repairs conventional mechanical refrigeration/air conditioning equipment including but not limited to ice making machines, standard refrigerators, general purpose air conditioning units.

Conducts necessary tests of equipment to determine malfunctions or causes of breakdown; removes and replaces faulty parts, sub-assemblies and major components; re-tests equipment with repaired components and makes required adjustments and corrections.

Recommends ordering of necessary parts and supplies for maintenance of equipment.

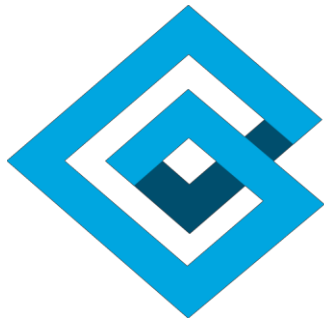
Listed duties may not be performed in every position with this title, and the above functions may not include related duties that might be assigned or required.

Assists physical plant staff, maintenance, custodial services, grounds, HVAC, trades and mechanical services staff in the accomplishment of their work (projects, events, on-going programs), and performs other tasks as assigned by the Director in support of the College and Facilities Services.

#### **VI. Other Responsibilities:**

Will participate in Quality Enhancement Plan (QEP)

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.



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## **VII. Travel Requirements:**

Travel to all CBC sites required. May require evening and weekend travel.

## **VIII. Physical Requirements:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools, machinery or controls. The position requires mobility.

Duties will involve moving materials weighing up to 5 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating tools, equipment or machinery such as computer keyboard, mouse, power saws, and drills, painting equipment, fork-lifts, tractors and similar machines.

## **IX. Environment:**

Most work takes place throughout all college campus facilities. Which exposes employees to inside and outside elements such as dirt, fumes, noise, chemicals and all types of weather conditions on a daily basis.

I have been presented with the job description for the position of:

### ***HVAC Technician***

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_