

Terrell I.S.D. Job Vacancy

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell ISD Board Policy DC(Local) the following position is posted:

Job Title: Heating, Ventilation, and Air
Conditioning (HVAC) Technician

Work Days: 240

Reports to: Oscar Hinchey, Maintenance
Director

Wage/Hour Status: Nonexempt

Dept/School: Maintenance Dept.

Pay Grade: According to TISD
Salary Schedule

Contact Person: Stacey Ellis
Executive Director of Human Resources
and Student Services

Date Posted: April 27, 2011

Deadline to apply: Until Filled

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 and operation of all HVAC systems in district facilities.

Qualifications:

Education/Certification:

High school diploma or GED

Valid Texas driver's license

Texas air conditioning and refrigeration contractor license or technician certification

Valid Journey electrician license

Special Knowledge/Skills:

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

Ability to diagnose and resolve problems

Ability to use hand and power tools

Knowledge of electrical circuits and wiring and operating principles of motors

Knowledge of local electrical codes

Experience:

Five years experience in HVAC field/Electrical field

Major Responsibilities and Duties:

Maintenance and Repair

1. Diagnose and repair malfunctions in various types of heating and air conditioning systems, including rooftop equipment.
2. Install new heating and air conditioning systems and components.
3. Relocate and expand existing HVAC systems as needed.

4. Repair, replace, or calibrate controls, thermostats, switches, fuses, and electrical wiring.
5. Fabricate, assemble, and install duct work and piping according to specifications and code.
6. Wire and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.
7. Maintain Freon dispensing records to meet federal requirements.
8. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
9. Perform duct cleaning and air quality testing as needed.
10. Assist energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
11. Receive and complete work orders.
12. Select material and hardware and make time and materials estimates.
13. Maintain accurate records on material and labor used.
14. Maintain inventory of district-owned tools, equipment, and materials.
15. Inspect jobs upon completion and ensure areas are clean.
16. Work with building principals and supervisors to complete projects.
17. Detect needed repairs on equipment following established inspection procedures.
18. Respond to emergency calls as needed.
19. Install and repair wiring, electrical fixtures, power equipment, and components of machinery and equipment following electrical code, manuals, specifications, schematics, and blueprints.
20. Install and repair control and distribution apparatus, including motors, relays, switches, thermostats, circuit-breaker panels, etc.
21. Install and connect power supply wiring, cables, conduit, and electrical apparatus for machines and equipment in new and existing facilities following diagrams, schematics, or blueprints.
22. Diagnose and resolve problems in electrical circuits, systems, and equipment using testing instruments and equipment.

Safety

23. Perform preventive maintenance on tools and equipment.
24. Operate tools and equipment according to established safety procedures.
25. Ensure that equipment is in safe operating condition.
26. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

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

Supervisory Responsibilities:

None.

Equipment Used:

Meters, gages, welding equipment, ladders, hoists, hand and power tools, pipe bender, propane torch. Light truck or van.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, and heavy lifting and carrying. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures. Frequent district wide travel.

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.

Application Procedures**Please submit requested information to:**

Terrell ISD Human Resources Department
Attention: Stacey Ellis, Executive Director Human Resources
and Student Services
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504
Fax: 972-551-5712
Email: stacey.ellis@terrellisd.org

- District Employees:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 2. Updated Resume

- Outside Applicants:**
1. Letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 2. Certificate(s)
 3. Resume
 4. www.terrellisd.org go to job openings which is under (quick links). Click on online application and go to login in the upper right hand corner and click on. **READ THE IMPORTANT MESSAGE ON HOW TO APPLY!!!**

Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.