

Job Description: A/C TECHNICIAN

Class No.
Position No.
Pay Group: 10/4

Department: Building Maintenance
EEOC Category:
FLSA: Non-Exempt

SUMMARY OF POSITION

This position performs preventive maintenance and repair of HVAC systems, general maintenance of County buildings and facilities and equipment as assigned relative to heating, lighting, power, plumbing and other related tasks. Works in coordination with the Maintenance Director regarding various other tasks.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Maintenance Director or the Assistant Maintenance Director. This is a non-supervisory position. This position has frequent contact with employees in other departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains HVAC systems by charging, cleaning, changing filters, weatherizing and other routine tasks related to optimizing functionality.
- Performs diagnosis, repairs, replacement and/or maintenance of county facilities and equipment including both residential and commercial HVAC systems, including but not limited to working with electrical wiring, parts, generators, and chiller systems.
- Working knowledge and experience with compressors, motors, and thermostats for diagnosing repair or replacement and effectively fixing any problems or making recommendations for repair or replacement.
- Load, transport and unload necessary tools, materials, and equipment for projects assigned to or assisting others.
- Ability to climb ladders and be on building roofs or in tight spaces such as attics or crawl spaces.
- Assist with general maintenance tasks such as plumbing, lighting, electrical, painting, power washing, light carpentry, hardware and/or fixture repair/replacement such as door handles, sink faucets, toilet components, etc.
- Perform other duties as assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time prepared to perform assigned duties and work assigned schedule. Employee must work well with others as well as independently and be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis. Availability after hours is rare but may be required in the event of an emergency or a system outage.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: techniques and equipment used in general HVAC maintenance and repair and general building maintenance;

Skill/Ability: evaluate the need for various repairs and maintenance and apply good judgment to execute a solution; understand and follow instructions; work together and independently; maintain effective communication with colleagues and other employees, vendors and citizens; tolerate outside working conditions including exposure to adverse weather conditions.

ACCEPTABLE EXPERIENCE, EDUCATION, AND/OR TRAINING

Graduation from High School or a General Education Development certificate (GED) is preferred with at least 3-5 years HVAC related experience as well as general building maintenance experience.

CERTIFICATES AND LICENSES REQUIRED

Must be Type 1 and II or Universal HVAC/EPA certified;

Must have valid Texas driver's license and be insurable by Guadalupe County insurance company in order to operate County vehicle.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle or feel objects, tools or controls; reach with hands, arms; climb or balance; stoop, kneel, crouch, or crawl, talk, hear or smell. The employee is occasionally required to sit. The employee must be able to lift/move/carry/load 50-100 pounds when necessary. Specific vision abilities required by this job include close vision, color differentiation, distance vision, peripheral vision, depth perception and the ability to focus.

The position has been associated with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid, cold or hot conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.