



## Job Description

**Job Title: HVAC Technician II**

**JTC: P75**

**Salary Range: N04**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for preventive maintenance, installs the HVAC system, diagnosing and repairing problems, and replacing components.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of HVAC and has understanding of heating cycle to include: identifying components in heating system, understanding how each component works, diagnosing problems in the heating system using a gas pressure test and other devices for routine maintenance and to troubleshoot and repair.

Demonstrate an understanding the fundamentals of temperature and humidity measurement and control in air conditioning units. Understands the process of treating air so as to simultaneously control its temperature, humidity, cleanliness and distribution. Able to read complex blueprints, piping, sketches, schematics, and wiring diagrams.

Demonstrate an ability to preserve facility operations through the monitoring and repair of various mechanical, electrical, plumbing, equipment, and controls. Ability to work with others to complete tasks in a timely manner.

Ability to diagnose all types of HVAC systems and how each component within the system operates in conjunction with the other components and how that impacts the overall operations of the system as a whole.

Able to provide excellent customer service skills with the desire to exceed customer expectations is desired as well as the ability to work independently in a timely manner, making sure the job is done correctly the first time.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associates Degree and two (2) years of experience. HVAC certification is required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for preventative maintenance, operates, maintains and repairs HVAC equipment such as boilers, chillers, pumps, air handler units and cooling towers and ensures that all equipment is working properly and in compliance with established departmental service and maintenance standards.

Responsible for inspecting fire and smoke alarm systems, making necessary minor adjustments and recommendations for major adjustment to supervisor.

Reads and interprets data from a computerized HVAC/energy management system, charts, gauges, dials, thermostats; makes adjustments or repairs to appropriate equipment and instruments. Repairs and installs HVAC electrical and pneumatic components such as motors, compressors and heat pumps. Responsible for performing water analysis and chemical treatment adhering to state/local government regulations to ensure safety and compliance with building codes. Reads and interprets blueprints, schematics, and technical manuals in performing repairs and installation activities.

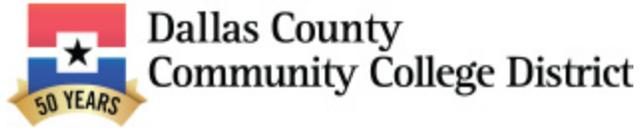
Responds to evening work orders that require performing minor repairs to electrical, painting, carpentry, plumbing, etc. Provides advanced building operations and maintenance services due to primarily working in the evening shift. Operates, cleans, maintains, and repairs swimming pool mechanical systems including plumbing, electrical and mechanical filtration/chlorination systems.

Performs maintenance and plumbing duties. Requisitions supplies, parts, equipment and other related items. Maintains purchase records and monitor budget. Responsible for installing or changing locks and ensure that keys are assigned to campus personnel.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to*



*perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*