JOB SUMMARY:

Performs complex (journey-level) heating, ventilation, and air conditioning (HVAC) equipment work. Work involves helping install, repair, maintain, and service plant equipment. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Performs scheduled preventive maintenance services on air conditioning, heating and ventilation equipment.
- Services water pumps, air compressors, and circulating pumps associated with HVAC equipment and systems.
- Repair or replace worn or broken parts on DX systems, water pumps and Air compressors.
- Installs Fan motors, Thermostats, Fans, Relays and fuses.
- Clean coils, check electrical components, and change belts on HVAC equipment.
- Checks refrigerant charge using gauges and performs preventive maintenance work.
- Maintains records and prepare reports on repairs.
- Operates a State motor vehicle in order to perform essential functions.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Vocational or technical training certification in air conditioning systems or a related mechanical field.
- Two (2) years experience in building maintenance and repair related to HVAC.
- Education and experience may be substituted for one another on a year-for-year basis.
- Valid State of Texas Class “C” driver’s license.
- EPA Refrigerant certification type II, III or Universal.
- 410A Refrigerant certificate.

KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of the principles of HVAC systems.
- Working knowledge of refrigerants, hand tools, and electrical meters for air conditioning, heating and ventilation equipment.
- Skilled in maintenance operations to maintain and repair HVAC equipment.
- Skilled in the use of personal computers, and iPhones for Texting, emails and Video use.
- Ability to work from blue prints, electrical Schematics and follow oral and written instructions.
- Ability to prepare and maintain records, files, and reports.
- Ability to operate a motor vehicle.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with others to complete facility work orders.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:
This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. of products and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 91C Utilities Equipment Repairer, EN Engineman, 200 Machinery Technician, 1161 Refrigeration and Air Conditioning Technician, 3E1x1 Heating, Ventilation, AC, and Refrigeration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Incomplete applications will not be considered.

**Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver’s record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL “Drivers” must consent to TFC’s Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Job Number:** 3674888