

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	HVAC Technician	FLSA status:	Non-Exempt
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DEPARTMENT:	Maintenance	REPORTS TO:	Facilities Director
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Position summary: Under direct supervision, this position operates, maintains, and repairs the heating, ventilating, and air conditioning equipment necessary for each building's operation.

Position responsibilities:

- Maintain and perform preventive maintenance on controls and related equipment; adjust and calibrate equipment when necessary.
- Respond to complaints regarding HVAC equipment and adjust or repair where necessary.
- Perform all repairs on pumps, compressors, and related equipment.
- Perform minor electrical and pipefitting repairs to HVAC systems.
- Work within the maintenance department assisting the Facilities Director in other duties.
- Perform miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- High School diploma or GED required.
- HVAC license/certification required.
- At least 3 years experience directly related to the duties and responsibilities specified.
- Ability to work in noisy and hot environments and to work with water.

Knowledge, Skills, and Abilities Required:

- Knowledge of HVAC installation, troubleshooting, repair and maintenance.
- Knowledge of refrigerant recovery.
- Ability to perform preventive maintenance according to published guidelines.
- Working knowledge of HVAC and associated systems employing computer-based monitoring and control devices.
- Ability to use hand and power tools applicable to trade.
- Knowledge of mechanical equipment, plumbing, utilities, distribution systems, and controls, including maintenance and troubleshooting.
- Ability to repair and/or replace building mechanical systems components, including programmable logic controls.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to use computer-based monitoring and control devices in maintaining and troubleshooting HVAC systems.
- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized systems.

Physical Demands and Work Environment:

- Work is normally performed outdoors; sometimes required to climb onto rooftops for installation/repair.
- Physical effort required; the employee must occasionally lift and/or move objects with considerable weight.
- Some exposure to physical risk.
- May be required to return to work when major problems with HVAC equipment are encountered on off-shifts or weekends.