



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Refrigeration Technician/HVAC

Salary Block: 408

Reports To: Assigned Supervisor

Terms of Employment: 239 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose for this position is to serve as the technician for the district in the area HVAC refrigeration.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher
- Minimum of three (3) years experience in the Mechanical Field with technical training certificate and Air Conditioning and Refrigeration Technician Certification from the state of Texas
- Valid Driver's License
- CFC Universal License
- Knowledge of Energy Management Systems (operator certificate, preferred)

Special Knowledge/Skills:

- Physically able to lift 20-100 pounds
- Must possess basic computer skills
- Must have own hand tools of the trade
- Demonstrate the ability to communicate with district employees (verbal and written)

Major Responsibilities and Duties:

1. Assumes responsibility for the safe condition of all mechanical systems and low pressure systems facilities owned or operated by the district.
2. Assists in monitoring EMS systems, performs preventative and emergency routing repairs to refrigeration equipment and HVAC systems using experience in chiller service and repair.
3. Reads and interprets blueprints, work drawings, specifications and performs field layouts.
4. Examines costs of mechanical projects in terms of labor and materials.
5. Examines district owned facilities on a regular basis for the purpose of preventive maintenance.
6. Assumes responsibility for a district vehicle, vehicle inventory, plumbing supplies and tools.
7. Demonstrates punctuality and dependability on the job.
8. Works and cooperates with fellow workers.
9. Upholds and adheres to safety rules and policies of the SISD safety program.
10. Supports the goals and objectives of the school district and follows all district policies.
11. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
12. Performs any other duties as assigned by the appropriate supervisor.
13. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Refrigeration Technician/ HVAC

Mental Demands/ Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors: Moderate walking, standing, and/or climbing; lifting and carrying; stooping, bending, kneeling, reaching; Work outside and inside; work around moving objects; work on ladders and scaffolding; Ability to operate motor vehicle; be adaptable to work a shift schedule and/or hours other than those regularly assigned

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 8-28-95

AMENDED: 5-15-13, 10-5-16, 10-23-17, 9-25-19, 5-19-2020
2-9-2024