



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **AIR CONDITION TECHNICIAN I**
Grade: 07

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Employee performs entry-level heating, ventilation, and air conditioning (HVAC) mechanic work. Work involves maintaining and repairing HVAC equipment. Employee works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs maintenance on HVAC equipment and systems

Observes and performs periodic inspections to ensure efficiency of refrigeration and heating systems

Checks performance of thermostats, automatic controls, and pressure gauges

Cleans, services, oils, and adjusts equipment; tightens fittings; aligns and repacks pumps; replaces belts; and changes and cleans filters

Replaces defective compressors on refrigeration systems, cleans and recharges systems, and repairs motors and thermostats

May overhaul air compressors and pumps associated with HVAC equipment and systems

May maintain records of repairs and gauge readings of temperatures, oil levels, and pressures

Will be required to learn and interpret architectural and engineering specifications

May coordinate parts and material requirements with supply room or warehouse

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED) supplemented by vocational or special training in Air Conditioning

Two (2) years of experience in HVAC work

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must be a certified ACR-Air Conditioning Refrigeration Technician

Must have an EPA universal handler certification

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of general principles and theory of pressure, vacuum, vaporization, heat conduction, and of safety regulations

Skill in the use of tools used in the maintenance and repair of HVAC equipment

Ability to understand and follow directions

Ability to work from blueprints and sketches

Ability to maintain proper heating, ventilation, and air conditioning levels

Ability to diagnose malfunctioning units

Ability to maintain records

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations