



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **AIR CONDITION TECHNICIAN III**  
Grade: 11

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*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 senior level complex heating, ventilation, and air conditioning (HVAC) equipment work. Work involves installing, repairing, maintaining, and servicing plant equipment and component parts in units such as heating, air conditioning, ventilating, and power distribution systems. Employee may supervise the work of others. Employee works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Diagnoses, repairs, and maintains existing HVAC systems including chilling and heating systems and checks chemical treatments

Overhauls pumps, air compressors, and circulating pumps associated with HVAC equipment and systems

Repairs and replaces worn or broken parts on condensers, compressors, and water and vacuum pumps

Examines properties for load conditions and duct design

Repairs or adjusts valves, piping connections, fittings, and couplings

Tests refrigeration equipment for refrigerant leaks

Removes and installs motors, thermostats, and humidistats

Adjusts expansion valves and adds gas to refrigeration units

Performs preventative maintenance checks on all major mechanical equipment; diagnoses equipment malfunctions and operating efficiency of mechanical equipment

Maintains records and prepares reports on repairs and service to equipment

Maintains, tests, and repairs backup generators and power supply systems

May plan and oversee the installation of air conditioning and heating

Coordinates projects with outside contractors

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Complies with all applicable health and safety regulations, policies, and established work practices

May supervise the work of others

### **EDUCATION AND EXPERIENCE**

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

Six (6) years of experience in HVAC work

One (1) year of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

State of Texas Air Conditioning Contractors License Class A or B Environment within two (2) years of date of hire

EPA 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 the principles, practices, materials, tools, and equipment of air conditioning, heating, ventilating, and plumbing; and of mechanical operation, maintenance, and repair

Able to do diagnostic and troubleshooting techniques and procedures

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 maintain labor and materials records

Ability to prepare reports

Ability to supervise the work of others

### **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