

Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Technician – Entry-Level

Position Details

Class Code: 7035

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, the HVACR Technician – Entry-Level installs, repairs, overhauls, and maintains residential and light commercial HVACR equipment.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Installs, repairs, and maintains light commercial/residential HVACR systems, including split direct-expansion (DX), multi-zone, variable air volume (VAV), and their operating controls.
2. Installs, repairs, and services natural and forced draft convection gas/electric heating equipment, space heaters, furnaces, heat exchangers, gas valves, blower motors, regulators, controls and circular pumps.
3. Installs, repairs, and services evaporative cooling equipment pumps, blowers, and associated controls.
4. Responsible for safe handling and disposal of hazardous waste materials, including refrigerants and refrigerant oils.

5. Services and repairs refrigerators/freezers (walk-/reach-in, countertop, under counter, residential, etc.), milk boxes, ice machines, and shake machines.
 6. Operates on-site pneumatic electric and electronic control systems for HVACR equipment.
 7. Performs preventive maintenance on chillers, hydronic systems, electrical/electronic-controlled systems, variable frequency drives (VFDs), air handlers, pumps/pump alignments, and cooling tower fans.
 8. Responsible for area cleanup after job completion.
 9. Assists Crane Operator with rigging and placing equipment.
 10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Learns to install, maintain, and repair heating, air conditioning, and refrigeration equipment operating at low/high voltages and pressures through on-the-job training and experience.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of HVACR trade practices and procedures.
2. Knowledge of building construction.
3. Knowledge of Environmental Protection Agency (EPA) Clean Air Act regulations.
4. Knowledge of electrical codes and practices.
5. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes/regulations including Uniform Building Code (UBC), Occupational Safety and Health Administration (OSHA), International Building Codes (IBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), EPA, etc.
6. Ability to read/interpret blueprints, specifications, and plans.
7. Ability to learn and apply operating procedures.
8. Ability to meet predetermined deadlines.
9. Ability to read/interpret written and verbal instructions.
10. Ability to plan and organize work.
11. Ability to safely move and relocate heavy objects.

12. Ability to perform strenuous and physical work.
 13. Ability to operate hand/power tools and equipment.
 14. Ability to distinguish color-coded wires.
 15. Ability to work flexible hours or shifts.
 16. Ability to work in confined areas.
 17. Ability to withstand heights and perform work safely.
 18. Ability to work cooperatively with employees, vendors, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Completion of HVACR technical training and/or field experience totaling two (2) years (i.e., experience as a CCSD Skilled Trades Assistant (STA) in the HVACR field.)

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Certification as a Universal Refrigerant Handler in accordance with 40 Code of Federal Regulations (CFR) part 82, subpart F. Must be maintained for the duration of the assignment.
3. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or Qualified Selection Pool (QSP) request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

Apprenticeship and/or journeyman certificate/card.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
3. Copy of Universal Refrigerant Handler certification.

4. Forklift qualification card, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - schools (i.e., classrooms, cafeterias, offices, boiler rooms, facility rooftops, etc.), construction sites, etc.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Ladders, analog/digital temperature analyzers, eye/hearing protection, electronic refrigerant leak detectors, pressure/vacuum pumps, oxy-acetylene welding/cutting equipment, megohm meters, analog/digital volt-ohm/amp meters, pneumatic calibration gauge kits, motorized forklifts, chain hoists, refrigerant reclamation equipment, handheld radios, hand/power tools, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/30/23
- Created: 03/31/17