

Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Technician I

Position Details

Class Code: 7040

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, installs, repairs, overhauls, and maintains light commercial/residential 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 safely handling and disposing 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 HVACR equipment control systems.
7. May assist HVACR Technician II's and System Control Technicians with chillers of 50 tons and higher, hydronic systems, electrical/electronic-controlled systems, variable frequency drives (VFDs), air handlers, pumps/pump alignments, and cooling tower fans.
8. Performs preventive maintenance on all equipment listed above.
9. Inspects new equipment installations performed by contractors; reports status of work performed to supervisor and/or project manager.
10. Provides outlines and diagrams for special HVACR equipment installations.
11. Initiates work orders and requests for shop supplies/equipment.
12. Assists Crane Operator in rigging and placing equipment.
13. Demonstrates/instructs facility personnel on the operation, minor repair, and safety standards of HVACR control equipment.
14. Conforms to safety standards, as prescribed.
15. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Installs, maintains, and repairs heating, air conditioning, and refrigeration equipment operating at low/high voltages and pressures.

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, but not limited to: International Building Code (IBC), Occupational Safety and Health Administration (OSHA), 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.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years' experience repairing/maintaining heating, ventilation, and air conditioning systems; or,
Technical certification from an accredited trade school and two (2) years' experience as described above.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Current First Aid and cardiopulmonary resuscitation/automated external defibrillator (CPR/AED) certificates from the American Heart Association, American Red Cross, or similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and

- include a hands-on component. Online courses will not be accepted. A copy of the front and back of the First Aid and CPR/AED certificates must be uploaded into the application. If certificates are not in possession at time of application or QSP request, they must be obtained within five (5) months of hire into the position.
4. Certification as a Universal Refrigerant Handler in accordance with 40 Code of Federal Regulations (CFR) part 82, subpart F. Certification must be maintained for the duration of the assignment.
 5. Clark County School District forklift certification. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.
 6. Copy of OSHA 10 certification. If certification is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application
 5. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 6. Technical certification from an accredited trade school, if applicable.
 7. Copy of Universal Refrigerant Handler certification.
 8. District-issued forklift certification, if applicable.
 9. Copy of OSHA 10 certification.
 10. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

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., frequently; 25-50 lbs., occasionally; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, 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 climate-controlled office settings 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, oxyacetylene welding/cutting equipment, megohmmeters, 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: 09/15/23
- Created: 12/01/87