

# Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Technician II

## Position Details

Class Code: 7400

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, plans, schedules, supervises, and inspects the work of assigned HVACR staff.

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## Essential Duties and Responsibilities

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

1. Schedules, supervises, and inspects the work of assigned staff: HVACR Technician I's, System Control Technicians, Water Treatment Technicians, and Skilled Trades Assistants (STAs.)
2. Surveys, plans, coordinates, and performs advanced diagnostic duties in the installation, repair, and service of:
  - Natural and forced draft convection gas/electric heating equipment (i.e., space heaters, furnaces, heat exchangers, gas valves, combustion blower motors, gas regulators, controls, hot water circulating pumps)
  - Refrigerators/freezers (walk-/reach-in, countertop, under-the-counter, residential, etc.), milk boxes, ice machines, and shake machines

- Electronic and pneumatic electric control systems, hydronic systems, and variable frequency drives
  - Reciprocating, centrifugal, and screw-type chillers, and their supporting equipment (i.e., cooling towers, water pumps, expansion tanks, water treatment, etc.)
  - Commercial systems (i.e., split direct expansion (DX), multi-zone, and variable air volume (VAV), including operating controls and supporting equipment)
3. Performs diagnostics on live high-voltage circuits and mechanical systems.
  4. Reviews plans/specifications, prepares material/cost estimates, and outlines/diagrams as-built drawings for new/replacement HVACR equipment installations.
  5. Initiates work orders and requests for equipment/supplies.
  6. Provides technical assistance to in-house engineers, architects, contractors, vendors, etc., in planning, designing, rebuilding, upgrading, and installing HVACR equipment/controls.
  7. Inspects new equipment installations performed by contractors; reports status of work performed to supervisors, warranty specialists, and/or project managers.
  8. Plans, schedules, directs, and performs preventive maintenance on all equipment listed above.
  9. Teaches/demonstrates HVACR equipment operations, minor repairs, and safety standards to Facilities Services Unit staff.
  10. Coordinates work with school activities, maintenance, facility planning, and outside agencies (i.e., local Fire Departments, Southern Nevada Health District (SNHD), Southwest Gas, NV Energy, etc.)
  11. Conducts in-service trainings on HVACR technology changes and safety standards (i.e., Occupational Safety and Health Administration (OSHA) and Job Safety Analyses.)
  12. Assists Crane operator in rigging and placing equipment.
  13. Responsible for the safe handling and disposal of hazardous materials related to HVACR trade.
  14. Provides input for the evaluation of assigned staff.
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Plans, inspects, and directs HVACR Technicians in repairing and maintaining electronic/pneumatic controls and HVACR systems operating at low/high voltage and pressure.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of HVACR trade practices and procedures.
2. Knowledge of Environmental Protection Agency (EPA) Clean Air Act regulations.
3. Knowledge of electrical codes, practices, and procedures; knowledge of OSHA guidelines regarding electrical/mechanical lock out-tag out.
4. Knowledge of building construction.
5. Knowledge of various computer operating systems (i.e., disk operating system (DOS), OS2, etc.), and software applications used in identifying HVACR system faults and operation sequences.
6. Knowledge of pneumatic and electronic controls.
7. Ability to recognize, understand, interpret, and apply all local, state, and national codes/regulations, including Uniform Building Code (UBC), 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), OSHA, EPA, etc.
8. Ability to diagnose/repair electrical systems and pressurized vessels of various voltages/pressures.
9. Ability to read/interpret blueprints, specifications, plans, and schematics.
10. Ability to develop, learn, and perform operating procedures; ability to conduct training programs.
11. Ability to develop cost estimates.
12. Ability to plan, supervise, inspect, and provide input into the evaluation of employee work performance.
13. Ability to read, interpret, and communicate verbal/written instructions.
14. Ability to meet predetermined deadlines and establish priorities.
15. Ability to safely move and relocate heavy objects and perform strenuous and physical work.
16. Ability to operate hand/power tools and equipment.
17. Ability to distinguish color-coded wires.
18. Ability to work flexible hours or shifts.

19. Ability to work in confined work areas.
  20. Ability to withstand heights and perform work safely.
  21. Ability to work cooperatively with employees, contractors, vendors, other agencies, and the public.
  22. Ability to recognize and report hazards and apply safe work methods.
  23. 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 apprenticeship or journeyman certification as an HVACR technician/mechanic, plus two (2) years' experience as a journeyman HVACR technician/mechanic; or,  
Any combination of HVACR technical education and/or field experience totaling six (6) years, including four (4) years' experience as an HVACR Technician I, HVACR Technician – Entry-Level, and/or HVACR-focused Skilled Trades Technician (STA) in the Clark County School District.

### **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 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**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Apprenticeship and/or journeyman certificate/card, if applicable.

3. Copy of a valid driver's license or state-issued identification card.
  4. Copy of Universal Refrigerant Handler certification.
  5. District-issued forklift qualification card, if applicable.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

District facilities - department offices and schools (i.e., classrooms, boiler rooms, mechanical rooms, rooftops, etc.)

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## 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 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.)

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## Examples of Equipment/Supplies Used to Perform Tasks

Ladders, analog/digital temperature analyzers, eye/hearing protection, electronic refrigerant leak detectors, 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.

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### 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: 12/01/87