



**Job Title:** HVAC Filter Crew Leader

**Exemption Status/Test:** Non-Exempt

**Reports to:** Supervisor Painting

**Date Revised:** April 2016

**Dept. /School:** Maintenance

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**Primary Purpose:**

This working Crew Leader is responsible for overseeing the filter crew in the installation of filters and cleaning coils in all HVAC units throughout Garland Independent School District, developing schedules and keeping up with the inventory of filters.

This job is an evening shift position, hours are 2:00 p.m. to 12:30 .am., four days a week and ten hours per day.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

Valid Texas driver's license with good driving record

**Experience:**

Three (3) years' experience with HVAC or filter work

Supervisory experience preferred

**Special Knowledge/Skills:**

Knowledge of HVAC units for filter change outs and coil cleaning

Ability to keep inventory totals on filters

Ability to use ladders and lift equipment safely

Knowledge of billing and receiving invoices

Good written and oral communication and interpersonal skills

Computer proficiency in Microsoft Word, Excel and Outlook

**Major Responsibilities and Duties:**

1. Oversee the installation and change out of filters on HVAC units on the insides and outside of buildings in the Garland Independent School District.
2. Oversee the cleaning of coils on HVAC units on the inside and outside of buildings in the district.
3. Create installation and change out schedules for filters, coil cleaning schedule and keep filter crew on these timelines.
4. Oversee the safety of all workers, making sure that proper PP&E is being issued and used during working hours.
5. Keep up with the inventory of all filters at every building location.
6. Communicate with Principals, Administrators and staff about filter change out and coil cleaning work at their campuses, job start dates, completions dates and quality of work being done.
7. Ability to open and close work orders, keeping track of man hours, materials, purchase orders and P-Card purchases logged on each work order.
8. Order materials on a daily basis, have materials in the shop and delivered to the job site for work crews and filter crews.

9. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; may use small hand tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

**Motion:** Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.