



Job Title: HVAC Filter Crew Worker

Exemption Status/Test: Non-Exempt

Reports to: Supervisor Painting

Date Revised: April 14, 2016

Dept. /School: Maintenance

Primary Purpose:

To maintain the HVAC units throughout the district in a clean and operational manner.

Qualifications:

Education/Certification:

High School Diploma or GED
Valid Texas driver's license with good driving record

Experience:

One (1) year of HVAC knowledge preferred

Special Knowledge/Skills:

Knowledge of changing filters
Must be able to climb ladders
Must be able to walk on roof of buildings

Major Responsibilities and Duties:

1. Ability to change filters.
2. Ability to clean coils.
3. Ability to follow instructions.
4. Ability to complete assignments in a timely and workable manner.
5. Ability to get along with others.
6. Willingness to complete 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; standard cleaning tools and equipment; may use small hand tools and power 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

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.