



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Heating, Ventilation and Air
Conditioning (HVAC) Certified
Technician/Controls Specialist

Exemption Status/Test:
Nonexempt

Reports to: Facilities Manager

Pay Grade/Days: MT05/240 Days

Dept./School: Facilities Services

Date Revised: September 2026

PRIMARY PURPOSE:

Under general supervision, maintain, repair, and install heating and air conditioning systems and equipment throughout the district. Maintain and provide for the safe condition and operation of all HVAC systems in district facilities. Provide commissioning, programming, and restoration of Direct Digital Control building automation systems to ensure peak environmental performance and energy conservation. Maintain, troubleshoot, and ensure the safe, reliable operation of district HVAC energy management control systems for district HVAC equipment in all facilities.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED
TDLR HVAC Certification or 24 months of commercial ACR experience under a licensed contractor
EPA 608 Certification
Clear and valid Texas driver's license

Knowledge/Skills/Abilities:

Knowledge of HVAC repairs, maintenance, and installation techniques with expertise in electronic control systems
Troubleshoot complex communication, sequence of operations, and equipment integration issues
Ability to read and interpret blueprints, diagrams, schematics, and written reference material
Ability to perform mathematical calculations
Ability to diagnose and resolve problems
Ability to use hand and power tools

Experience:

3 years' experience in the commercial HVAC field or equivalent training

MAJOR RESPONSIBILITIES AND DUTIES:

Maintenance and Repair

1. Diagnose and repair malfunctions in various types of heating and air conditioning systems. Repair, replace, or calibrate controls including sensors, contactors, controllers, voltage regulators, thermostats, and switches.
2. Install new heating and air conditioning systems and components and relocate and expand existing HVAC systems as needed. Fabricate, assemble, and install ductwork and piping according to code specifications and connect motors, compressors, temperature controls, and humidity controls according to wiring schematics.

All HPISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information.



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3. Maintain preventive maintenance schedules and procedures for all HVAC equipment, including changing filters and cleaning condensers and coils. Perform duct cleaning and air quality testing as needed.
4. Receive and complete electronic work orders. Select materials and hardware, estimate time and materials costs, and maintain accurate records of materials and labor used.
5. Inspect jobs upon completion and ensure areas are clean.
6. Maintain inventory of district-owned tools, equipment, and materials, including maintaining coolant dispensing records to meet federal requirements.
7. Assist the facilities manager in completing energy conservation surveys to achieve the most efficient, cost-effective use of HVAC energy.
8. Respond to emergency calls and after-hours calls as required.

Safety

9. Perform maintenance on tools and equipment to ensure that equipment is in safe operating condition.
10. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
11. Operate tools and equipment according to established safety procedures.
12. Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.

Supervisory Responsibilities:

1. None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: electronic time clocks, computer/tablets, phones, measuring and testing equipment, welding equipment, ladders, dollies, hand tools, power tools, hoists, motorized lift equipment, light truck or van

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

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

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; may work on rooftops; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; may work irregular and prolonged hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____