CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 526.2

Job Title: **HEATING & AIR CONDITIONING REPAIR PERSON**

Pay Grade: 14

GENERAL SUMMARY:

Repairs and installs HVAC equipment to provide climate conducive comfort to all personnel within the facility.

RESPONSIBILITIES:

- Performs preventive maintenance on HVAC equipment, including changing filters and cleaning equipment.
- Repairs various cooling systems (i.e., A.C. split, roof top package units, window units and water cooled systems).
- Troubleshoots electrical failures, removes and replaces all faulty electrical components.
- Cleans and replaces condensers, evaporator coils and faulty compressors.

SPECIFICATIONS:

KNOWLEDGE:
Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

EXPERIENCE:
One year of experience in the installation, service and maintenance of heating and air conditioning systems is required.

CERTIFICATION:
Requires Section 608 Technician Certification–Universal issued by the United States Environmental Protection Agency and a HVAC Technician Certification (Registered or Certified) by the Texas Department of Licensing and Regulation.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:
Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Heating & Air Conditioning Repair Person
Heating & Air Conditioning Leader

Effective: October 1990
Revised: December 1994
Revised: January 2026