CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 526.6

Job Title: **HEATING & AIR CONDITIONING LEADER**

Pay Grade: 18

GENERAL SUMMARY:

Supervises and coordinates personnel to repair and maintain HVAC systems. Additional responsibility includes licensing of boilers.

RESPONSIBILITIES:

- Schedules and assigns daily work assignments for repairers.
- Meets with contractors to obtain bids on A/C Heating Systems and explain scope of project. Researches equipment capabilities.
- Interacts with crafts and trades people to complete complex work orders.
- Collaborates with assigned repair people to discuss site-specific A/C problems and make recommendations.
- Reviews completed work orders, cost sheets, content of repair and maintenance jobs.
- Tracks and verifies cash purchases.
- Monitors system operations to:
  - Determine corrective action
  - Improve performance
  - Identify problem areas in repairs/new construction
  - Adjust A/C system

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:
Four years of experience in the installation, service and maintenance of heating and air conditioning systems are required.

CERTIFICATIONS:
Requires Section 608 Technician Certification–Universal issued by the United States Environmental Protection Agency and a HVAC Technician Certification, preferably a Certified Technician, by the Texas Department of Licensing and Regulation.

SPECIFICATIONS: (continued)

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

IMPACT OF ACTION
Errors in work cause some expense and inconvenience. 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.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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