

**DELETE**

**MAINTENANCE III**

**GRADE: 05**

**GENERAL DESCRIPTION**

Performs complex (journey-level) building maintenance and repair work; Work involves maintaining and repairing buildings, utility systems, and stationary equipment; operating motorized equipment; requisitioning material and supplies; and maintaining records; May train others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Performs maintenance and repair work such as plumbing, painting, electrical, steam, air conditioning, and mechanical

Performs carpentry work such as the installation, alteration, repair, and maintenance of buildings, doors, windows, wood fixtures, and furniture

Performs gas and electric work such as welding, brazing, and soldering on ferrous and non-ferrous metals to repair, maintain, or fabricate parts and equipment

Performs inspections of equipment, operating machinery, systems, and building accessories and appliances to ensure proper maintenance and repair

Heats, treats, tempers, and sharpens tools

Repairs electronic equipment

Calculates material and labor costs and orders parts and supplies

Maintains and repairs electrical outlets, control panels, switches, fixtures and accessories; replaces and reseats brushes on motors; and splices wires and cables

May assist with the maintenance and repair of machinery, equipment, systems, or components

May maintain records on work orders or projects

May maintain a workshop for the repair, alteration, refinishing, and construction of furniture, fixtures, and equipment

May operate fire-fighting or life-saving equipment as required

May train others

## **DELETE**

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Three to five (3-5) years of experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent, supplemented by vocational training in a designated trade, is generally preferred. Experience and education may be substituted for one another.

#### **Knowledge, Skills, and Abilities**

Knowledge of the repair, maintenance, and operation of buildings, electronics, and carpentry; of building materials and plumbing and electrical fixtures; of welding procedures and techniques; and of fire and safety regulations

Ability to work from drawings, diagrams, sketches, or blueprints; to estimate materials; to apply proper methods, techniques, and procedures in the maintenance and repair of buildings, and related equipment; to perform maintenance; to follow instructions; and to train others

#### **Certificates, Licenses, Registrations**

Employee must have a current valid Texas Motor Vehicle Operator's License;  
Must be able to be insured by the County's Insurance carrier;

Must have liability insurance.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **DELETE**

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

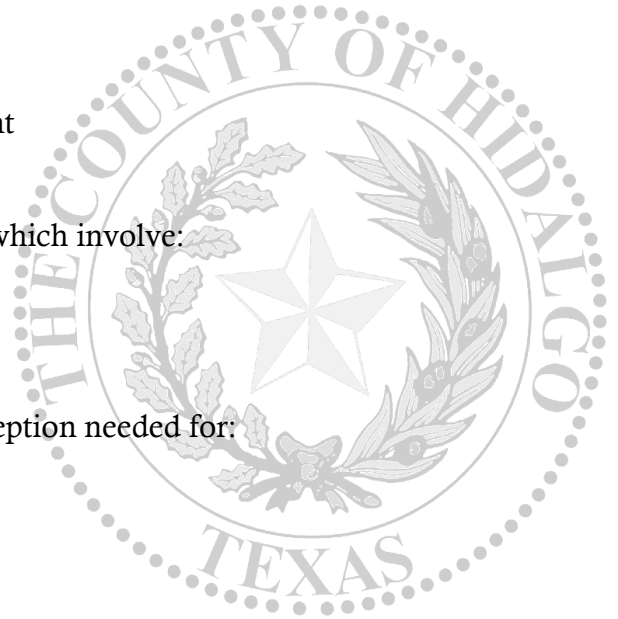
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



# **CREATE**

## **AIR CONDITION TECHNICIAN I**

**GRADE: 07**

### **GENERAL DESCRIPTION**

Employee performs entry-level heating, ventilation, and air conditioning (HVAC) mechanic work. Work involves maintaining and repairing HVAC equipment. Employee works under close supervision, with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Performs maintenance on HVAC equipment and systems

Observes and performs periodic inspections to ensure efficiency of refrigeration and heating systems

Checks performance of thermostats, automatic controls, and pressure gauges

Cleans, services, oils, and adjusts equipment; tightens fittings; aligns and repacks pumps; replaces belts; and changes and cleans filters

Replaces defective compressors on refrigeration systems, cleans and recharges systems, and repairs motors and thermostats

May overhaul air compressors and pumps associated with HVAC equipment and systems

May maintain records of repairs and gauge readings of temperatures, oil levels, and pressures

May coordinate parts and material requirements with supply room or warehouse

Performs related work as assigned

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

One to Two (1-2) years of experience in HVAC work; Graduation from a high school or equivalent, supplemented by vocational or special training in Air Conditioning; Two (2) years of experience maybe substituted for one (1) year of education.

## **CREATE**

### **Knowledge, Skills, and Abilities**

Knowledge of general principles and theory of pressure, vacuum, vaporization, heat conduction, and of safety regulations

Skill in the use of tools used in the maintenance and repair of HVAC equipment

Ability to understand and follow directions; to work from blueprints and sketches; to maintain proper heating, ventilation, and air conditioning levels; to diagnose malfunctioning units; and to maintain records

### **Certificates, Licenses, Registrations**

Employee must have a current valid Texas Motor Vehicle Operator's License;  
Must be able to be insured by the County's Insurance carrier;

Must have liability insurance.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

## CREATE

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

