

**KERRVILLE INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: MAINTENANCE CREW MEMBER – HVAC & REFRIGERATION  
TECHNICIAN - HELPER**

**Wage/Hour Status:** Nonexempt

Revised: 11-07-12

**QUALIFICATIONS:**

- Three references which verifies willingness to work
- Certification of good health signed by licensed physician when required
- Demonstrates aptitude for successful completion of assigned tasks
- HVAC Training Accreditation required
- Such alternatives to the above qualifications as administrators may find appropriate and acceptable

**REPORTS TO:**

- Director of Maintenance

**JOB GOAL:**

- Assists HVAC & Refrigeration Technician in providing students with a safe, attractive, comfortable, clean, and efficient place to learn, play, and develop.

**PERFORMANCE RESPONSIBILITIES:**

- Works individually, in small groups, and with entire crew in maintaining the heating ventilating, and air conditioning systems throughout the school district.
- Works with other school personnel when assigned to those tasks.
- Practices good safety habits on the job.
- Demonstrates ability to operate any type machinery which he might be assigned to use.
- Accepts responsibility for supervising entire crew or portions of it when assigned.
- Reports any malfunction of school equipment when observed.
- Demonstrates ability to perform maintenance work such as handyman skills.
- Exemplifies high standards of ethical conduct according to Policy DH, District Policy Manual.
- Displays tolerance necessary for accepting supervision for and criticism of duty performance.
- Works in harmony with supervisor and peer personnel.
- Supports administrative and Board policy in a consistent manner.
- Represents the school system to the community in a positive, professional way.
- Maintains a sincere, friendly attitude toward patrons and pupils of the district to insure communication.

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**2**

- Some heavy lifting may be required

***Mental Demands / Physical Demands / Environmental Factors:***

Continual walking, standing; climbing, stooping, bending, kneeling, reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures, toxic chemicals and materials. Exposure to mechanical, electrical and chemical hazards. Frequent district-wide travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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**TERMS OF EMPLOYMENT:**

Work year established by the Board; salary according to current schedule.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the District Policy Manual.