



REQUISITION NUMBER: 120-1  
REPOSTED

**JOB ANNOUNCEMENT**  
**HVAC SERVICE TECHNICIAN**  
**Plant Maintenance and Operations Department**

**CLOSING DATE: Open Until Filled**

**MINIMUM QUALIFICATIONS**

**(Only those persons who meet the minimum qualifications as posted should apply)**

- High School Diploma or Accredited General Equivalency Diploma (GED)  
Note: Proof of U.S. equivalency must be provided if diploma is from outside of the United States.
- Valid Texas Drivers License with a driving record insurable by the NISD carrier
- Minimum of three (3) years experience in HVAC field, to include 2-years of trouble shooting and service experience with the following equipment: a) commercial type package units and chillers; b) electrical controls; c) pneumatic controls; and d) air compressors.
- Minimum of three (3) years experience (preferred) working with chilled water systems with reciprocating and screw compressors up to 100 tons or larger (preferred)
- Universal CFC Certification required.
- Satisfactory performance in current employment or grade, demonstrating reliability and dependability through good attendance and performance of duties
- Must have satisfactory outcome of fingerprinting check prior to starting employment.

**SPECIAL KNOWLEDGE/SKILLS/ABILITIES**

- Proficient in English (written and verbal)
- Basic knowledge of the following types of equipment; a) Centrifugal compressor using low pressure refrigerants and b) Electronics and DDC type controls to include (Alerton and ALC preferred).

**ESSENTIAL FUNCTIONS**

1. Maintain, trouble shoot, repair and perform preventive type maintenance on direct expansion A/C equipment without instruction.
2. Maintain, trouble shoot, and repair electrical, pneumatic, and DDC control systems without instruction.
3. Prepare layouts of new installations with minimal instruction.
4. Perform other duties as assigned.

**PHYSICAL DEMANDS/WORKING CONDITIONS**

Maintain emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Lifts 10-40 pounds frequently, 40-75 pounds occasionally, more than 75 pounds infrequently. Climbs ladders, works in high places, works in cramped quarters and under buildings, distinguishes primary colors, works in inclement weather (hot, cold, dry, and damp). Walks, stands, kneels, stoops, bends, and squats for prolonged times. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments. Each employee may be scheduled to work different shifts and be "on call" periodically outside the normal shift and may be assigned to a Maintenance Satellite facility. Must be able to operate a motor vehicle using a manual or automatic transmission and respond to after-hours emergencies. Each employee may be scheduled/relocated to a satellite station.

**TERMS OF EMPLOYMENT**

**REPORTS TO:** Operations Manager – HVAC

**TYPE OF ASSIGNMENT:** Full-Time, Non-Exempt

**HOURLY RATE:** \$16.23

**MINIMUM WORK DAYS:** 262

**PAY GRADE:** XB08

(Days include vacation and holiday pay)

**NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.**

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PN: 22272