

**Lead Technician, HVAC Preventative Maintenance  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=255558>

Downloaded On: Apr. 19, 2025 3:39pm

Posted Apr. 9, 2025, set to expire Nov. 29, 2025

**Job Title** Lead Technician, HVAC Preventative Maintenance  
**Department** Facilities Management  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Apr. 9, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Lead Technician, HVAC Preventative Maintenance**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

Lead Technician, HVAC Preventative Maintenance

### **Job Description Summary:**

This upper level technician role will lead the PM technician to perform, conduct, and complete thorough preventative maintenance on all heating, ventilation, air conditioning systems, and equipment throughout Austin Community College.

### **Job Description:**

#### **Description of Duties and Tasks**

- Design and implement preventative maintenance schedules, forms, and processes for the preventative maintenance team.
- Conduct visual and auditory inspections of equipment to assess function, including contactor pitting inspections, ampere monitoring and voltage inspections, equipment and bearing temperature inspections, pulley inspections, shaft end-play and shaft deflection inspections, etc.
- Perform standard preventative maintenance tasks of various pieces of equipment in accordance

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with manufacturer's standards, including filter changes, lubrication of bearings and related, inspect/tighten electrical connections, checking refrigerant pressures on all equipment 25 tons or greater .

- Make repairs on various pieces of equipment during the maintenance process, including belts, bearings, sheaves, and other necessary components.
- Complete major equipment adjustments and repair, including but not limited to belt replacement/adjustment, alignment and set screw adjustment, chilled water and heating coil cleaning, evaporator and condensing coil cleaning on equipment 25 tons or greater, maintain and treat condensate pans.
- Complete preventative maintenance forms as provided and prepare reports.
- Assist on special projects as may be identified by the supervisor.
- Completes daily, weekly, or monthly checklists of pre-scheduled building and equipment maintenance procedures.
- Create and implement preventative maintenance schedules and asset reports.
- Operates a variety of hand and power tools, welder torch, vacuum pump, test equipment utilized in the trade. Maintain equipment in effective and safe working condition; maintain parts and tool inventory.
- May train and coach HVAC Technicians on the performance of their duties as needed.

### **Knowledge**

- HVAC tools, materials, and safe work practices.
- HVAC repair, maintenance, and installation techniques.
- Water source heat pumps, hydronic pumps, cooling towers.

### **Skills**

- Required to be subject to on-call duties and respond to emergencies after hours, weekends, holidays, and during emergency closures.
- Effectively using interpersonal and communications skills.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Effectively using organizational and planning skills.
- Accountable for inventory/property management.

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- Operating, installing, and maintaining HVAC equipment.

### **Technology Skills**

- Use basic computer skills such as accessing and sending emails, looking up equipment information on the internet, working with Microsoft excel, and work order systems.

### **Required Work Experience**

- Two years of related work experience.

### **Required Education**

- High school diploma or equivalent.

### **Special Requirements**

- EPA Universal refrigerant certification.

### **Physical Requirements**

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Work is performed in a variety of settings including in-studio, on-location, and standard office environment.

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### **Safety**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.
- Must wear required Personal Protective Equipment including:
  - Work clothes
  - Safety Shoes
  - Eye and Face Protection
  - Hearing Protection
  - Respirator (N95) or more protective

### **Salary Range**

\$47,840 - \$59,000

### **Number of Openings:**

1

### **Job Posting Close Date:**

April 22, 2025

### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be

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required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit:** [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Lead-Technician--HVAC-Preventative-Maintenance\\_R-7274](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Lead-Technician--HVAC-Preventative-Maintenance_R-7274)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Facilities Management  
Austin Community College

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