

Technician, Preventative Maintenance/Filter  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259573>

Downloaded On: Jul. 10, 2025 9:45pm

Posted Jul. 10, 2025, set to expire Nov. 29, 2025

**Job Title** Technician, Preventative Maintenance/Filter  
**Department** Staff  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Jul. 10, 2025

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

**Job Categories** Professional Staff

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

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**Apply By Email**

**Job Description**

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**Technician, Preventative Maintenance/Filter**

**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.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[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:**

Technician, Preventative Maintenance/Filter

### **Job Description Summary:**

To inspect, maintain, and replace filters and perform minor preventative maintenance on heating, ventilation, and air conditioning (HVAC) equipment on all campuses in order to maintain efficiency and mechanical integrity of HVAC units.

### **Job Description:**

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

- 1) Replaces filters in all HVAC units districtwide; adding drain tablets.
- 2) Disposes of dirty filters properly.
- 3) Monitors and reports to supervisor the levels of HVAC filters for reordering.
- 4) Tracks replacement of filters and maintains replacement schedule.

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- 5) Reports HVAC-related problems and assists in preventative maintenance of HVAC equipment.
- 6) Assists in removal, repair, and reinstallation of HVAC equipment.
- 7) Performs minor preventative maintenance including inspecting/replacing belts and greasing bearings.
- 8) Complies with all applicable health and safety regulations, policies, and established work practices.

### **Knowledge**

- \* HVAC tools, materials, and safe work practices.
- \* Types of air filters.

### **Skills**

- \* Maintaining an established work schedule.
- \* Effectively using interpersonal and communications skills.
- \* Effectively using organizational and planning skills.
- \* Operating, installing, maintaining, and repairing HVAC equipment.
- \* Reading and understanding schematics.
- \* Maintaining confidentiality of work-related information and materials.
- \* Establishing and maintaining effective working relationships.
- \* Manage the budget within assigned department.

### **Technology Skills**

- \* Use basic computer skills such as accessing and sending emails, locating Internet sites, and completing time sheets including work order systems.

### **Required Work Experience**

- \* One year related work experience.

### **Required Education**

- \* High school diploma or educational equivalent.

### **Physical Requirements**

- \* Work is performed in a variety of settings.

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- \* Subject to standing, walking, sitting, bending, reaching, pushing, and pulling, and at times subject to stooping, crawling, and climbing.
- \* May need to lift heavy objects of up to 50 pounds and occasionally up to 100 pounds.
- \* May be exposed to a variety of temperatures, noise, moving mechanical parts, or chemicals.
- \* Specific vision abilities may include close vision, distance vision, color vision, and ability to focus.

**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.

**Salary**

\$47,840

**Number of Openings:**

1

**Job Posting Close Date:**

July 16, 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 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.

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To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Service-Center/Technician--Preventative-Maintenance-Filter\\_R-7825](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Service-Center/Technician--Preventative-Maintenance-Filter_R-7825)

**Contact Information**

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

**Contact**

Staff

Austin Community College

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