



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: HVAC Technician

DEPARTMENT: Facilities & Maintenance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$13.48 - \$20.09 hour

GRADE: 16

Responsible for skilled craft precision work in air conditioning and refrigeration.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Performs Journeyman level work in the HVAC trade, such as preventative maintenance on air handlers, pumps, chillers, boilers, ice machines, cooling towers and spilt a/c systems. Also troubleshoots and repairs the same.
- Knowledgeable in the proper use of tools and equipment and orders appropriate supplies and materials for tasks.
- Perform similar duties as Senior Tech when necessary. Work involving construction, remodeling, building repairs and painting. Plans job assignments and ensures jobs are completed safely and efficiently. Supervises subordinate technicians and or inmate workers when necessary.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required.
- Three (3) years experienced as a licensed Journeyman in HVAC
- Must have A/C Refrigeration and Recovery license.
- Must have valid Driver's License.
- Demonstrates good interpersonal skills.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, reach, stoop, and kneel as related to maintenance and construction. The employee must be able to work outside in all kinds of weather and in cramped or awkward positions, as well as working from scaffolding and ladders. The employee is required to lift objects weighing up to fifty (50) pounds.