



# JOB ANNOUNCEMENT



08/23/2019

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**POSITION TITLE:** HVAC Technician  
**LOCATION:** Department of Community Development – Property Management Division  
**POSITION TYPE:** Non –Exempt / Full-Time  
**SALARY RANGE:** \$12.52 - \$18.77 per hour  
**REPORTS TO:** Property Manager  
**CLOSING DATE:** Until Filled

## **POSITION SUMMARY:**

The HVAC technician is responsible for repairing and troubleshooting HVAC equipment and performing general maintenance services for the Pueblo. Also performs routine preventive maintenance to ensure that machines continue to operate smoothly, building systems operate efficiently, and the physical condition of Pueblo buildings does not deteriorate. Duties include but are not limited to: responsible for monitoring, servicing and repairing all HVAC units, ice makers, walk-in coolers, freezers, and all refrigerators; performs work assigned via the electronic maintenance work order system in an efficient manner; monitors temperature controls and makes adjustments to tabs and thermostats on heating and air conditioning equipment for the purpose of providing comfort for all Pueblo facilities; responsible for ordering, receiving, stocking, and inventory of parts; installs refrigeration, heating, air conditioning equipment, ducting, grills, and controls for changes and new additions to heating and air conditioning systems; ensures completion of routine and seasonal maintenance; addresses situations that require basic plumbing and electrical skills; interior and exterior painting; maintain tools and machinery in good working condition and follows safety operation procedures; repairs of minor electrical malfunctions; assists as a plumber for minor repair of pipes, fittings, and fixtures of heating, water, and clogged drains; and perform minor carpentry; minor building repair and maintenance; and assemble furniture; responds to emergency maintenance as required; responds when the Pueblo Emergency Management Plan is activated; provides maintenance assistance at all Pueblo assets as needed; assists with other Property Management services as needed; other position related duties as required and assigned.

## **MINIMUM REQUIREMENTS:**

- High School diploma or its equivalent G.E.D;
- HVAC Certification from college or technical school;
- E.P.A. Certification to handle refrigerants;
- Must possess a valid and current Texas Driver's License and be insurable;
- Must be able to successfully pass a post-offer drug screen and criminal history background check.

## **KNOWLEDGE, SKILLS, ABILITIES:**

Knowledge of materials, machines and tools, including their designs, uses, repair, and maintenance; ability to read and understand label directions and instructions written in English; basic carpentry, plumbing; knowledge of hazardous chemical interactions; knowledge of principles and processes for providing customer and personal services; knowledge of hazardous chemical interactions to include Freon gas laws; must possess troubleshooting and problem solving skills; must be able to communicate effectively verbally and written; knowledge of Microsoft Office applications; must have excellent interpersonal skills and display exceptional customer service to maintain good community and staff relations; must be able to effectively handle multiple projects and challenging assignments; must be culturally sensitive to all ethnicities.

**APPLICATION PROCEDURES:**

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at [www.ysetadelsurpueblo.org](http://www.ysetadelsurpueblo.org) YDSP Careers page, submit résumé via fax to (915) 859-2988 or e-mail to [humanresources@ydsp-nsn.gov](mailto:humanresources@ydsp-nsn.gov).

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