



HARLANDALE INDEPENDENT SCHOOL DISTRICT

"A family working together"

JOB ANNOUNCEMENT

HVAC FILTER CREW WORKER Maintenance Department

POSTING DATE:

July 25, 2017

OPEN UNTIL FILLED

Number of Months Employed: 12
Working Hours: Flexible
Paygrade: 3
Hourly Rate Range: \$12.82 - \$19.21

POSITION SUMMARY: This position is responsible for the cleaning and replacing of the district's air conditioning and heating filters this includes all air handlers and air distribution systems.

REPORTS TO: Master Licensed HVAC Foreman

MINIMUM SKILLS/QUALIFICATIONS:

- *1. High School Diploma or GED from a state accredited high school or educational program.
2. Valid Texas Class C Driver License
3. Acceptable driving record
4. Some working knowledge of HVAC systems, plumbing and electrical
5. Must be able to climb roof tops; carry HVAC equipment and ladders
6. Working knowledge of the English language, both written and spoken
7. Ability to order HVAC materials
8. Meet the physical requirements of the position description

*High School Diploma or GED requirement is waived for HISD employees currently holding a position at the same paygrade as the position applying for within the same job classification.

APPLICATION PROCEDURES:

- **IN DISTRICT:** Employees must submit a complete resume and letter of interest.
- **OUT OF DISTRICT:** 1) Must complete an online application to include work history
2) Must submit a resume

INTERESTED PERSONS MUST SUBMIT THE APPROPRIATE DOCUMENTS TO:

Mr. Elias Hernandez, Human Resources Auxiliary Coordinator
Harlandale Independent School District
102 Genevieve
San Antonio, Texas 78214-2997
(210) 989-4410

Applicants chosen for an interview will be contacted about the date and time.

WORKING DAYS, WORKING HOURS, DUTY ASSIGNMENT AND JOB LOCATIONS ARE SUBJECT TO CHANGE.

The Harlandale Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law.

*An Equal Opportunity Employer
The following person has been designated as the Title IX Coordinator:
Diana Tudyk, Executive Director of Human Resources
102 Genevieve
San Antonio, Texas 78214
(210) 989-4410*