



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: HVAC Mechanic III	Opening Date: August 28th, 2025	Application Deadline: Open until filled	Job #: 250806
Department: General Services	Starting Salary: DOQ	Location: Bastrop, TX	Travel: Moderate

INTERNAL AND EXTERNAL JOB POSTING

This position can't be filled until October 1, 2025

Brief Job Description: This position performs all levels of heating, ventilation, and air conditioning (HVAC) mechanic work. Work involves performing the installation, repairs, overhaul, maintenance of HVAC tools, equipment, and systems based on work orders and preventative maintenance activities. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may serve in a lead role.

Knowledge, Skills and Abilities: General principles and theories of HVAC/R, pressure, vacuum, vaporization, and heat conduction. Advanced principles, practices, and knowledge of all HVAC systems, including residential, commercial, industrial, refrigeration, boilers, and controls. Advanced knowledge of Energy Management Control Systems (EMCS), including direct digital control (DDC) systems, Building Automation Systems (BAS), and networks. Proficiency in reading and interpreting blueprints, electrical schematics, and engineering specifications for system installation and repair. Project management, and the ability to develop plans, create bill-of-materials, estimate labor, and oversee projects from conception to completion.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

[Bastrop County Employment Application](http://www.co.bastrop.tx.us/page/co.jobs)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS Job Description

Job Title: *HVAC Mechanic III*

Department: General Services

FSLA Status: Non-Exempt

Reports To: Director of General Services; General Services Assistant Director;
Lead Maintenance Worker.

SUMMARY: This position performs all levels of heating, ventilation, and air conditioning (HVAC) mechanic work. Work involves performing the installation, repairs, overhaul, maintenance of HVAC tools, equipment, and systems based on work orders and preventative maintenance activities. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may serve in a lead role.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from Lead Maintenance Worker.

May supervise or provide guidance to other HVAC mechanics and may coordinate or oversee HVAC projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Performs planned and unplanned maintenance, overhaul, and service on HVAC controls, equipment, and systems.
2. Performs periodic preventive maintenance work and inspections to ensure safety and efficiency of HVAC controls, equipment, and systems.
3. Performs diagnostics, troubleshooting, testing, and repairs on HVAC controls, equipment, refrigerant, and systems.
4. Adjust, repair, overhaul, service, remove, and replace worn or broken parts and controls on air handlers, fans, condensers, compressors, valves, piping connections, fittings, couplings, motors, water and vacuum pumps.
5. Test equipment for refrigerant leak(s), proper charging, and metering device issues adjust expansion valves and reclaim or add correct refrigerant to refrigeration units.
6. Cleans, services, oils, and adjusts refrigerant coils, filters, condensate lines, equipment; tightens fittings; aligns and repacks pumps; replaces belts; and changes and cleans.
7. Maintain records and prepare reports on repairs and service to equipment.
8. Coordinates parts and material requirements and procurement with Supervisor.

OTHER FUNCTIONS: Performs related work or duties as assigned by supervisor. Performs other job-related duties as directed by supervisor(s). Provides exceptional customer service to County employees and the public. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the public. Maintains confidentiality and security of all Bastrop County information and systems. **Regular attendance is considered an Essential Function of this job.**

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

General principles and theories of HVAC/R, pressure, vacuum, vaporization, and heat conduction;
Advanced principles, practices, and knowledge of all HVAC systems, including residential, commercial, industrial, refrigeration, boilers, and controls;
Advanced knowledge of Energy Management Control Systems (EMCS), including direct digital control (DDC) systems, Building Automation Systems (BAS), and networks;
In-depth understanding of HVAC electrical and mechanical components, including power distribution systems, controls, compressors, pumps, and motors;
Proficiency in reading and interpreting blueprints, electrical schematics, and engineering specifications for system installation and repair;
Comprehensive knowledge of safety protocols, building codes (e.g., IMC, UMC), and environmental regulations, especially those regarding refrigerant handling (EPA Section 608);
Knowledge of water treatment processes for closed and open-loop systems;
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Skill in:

Advanced diagnostics and troubleshooting: The ability to quickly and accurately diagnose complex equipment failures using specialized tools and critical thinking;
Complex repair and installation: Skill in performing major repairs, overhauls, and installations on a wide range of HVAC equipment, often working independently;
Project management: The ability to develop plans, create bill-of-materials, estimate labor, and oversee projects from conception to completion;
Mentorship and leadership: Skills in training, guiding, and providing positive leadership to junior-level HVAC mechanics;
System balancing and commissioning: Expertise in balancing air and water flow and commissioning new or modified systems for optimal performance;
Communication: Exceptional verbal and written communication skills for coordinating with project managers, clients, and team members;
Computer literacy: Proficiency with computer-based systems for work orders, monitoring HVAC controls, and maintaining records.

Ability to:

Work with limited supervision while exercising discretion and sound judgment;
Analyze problems, think on one's feet, and determine the most effective repair solutions;
Lift heavy equipment, stand for long periods, and work in confined or uncomfortable spaces;
Work in various conditions, including extreme temperatures, and to respond to after-hours emergencies;
Maintain detailed, accurate records of maintenance, repairs, and material usage;
Effectively communicate with clients and ensure customer satisfaction;
Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;

Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading and writing, operating assigned equipment, and communicating with others;
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

- Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to or sometimes over 50 pounds, with or without accommodation, such as motors or pumps;
- Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Assessing assigned duties for required tools and equipment needed to perform in safest way possible;
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

4 - 6 years of on-the-job / in field experience with HVAC.

Education:

High school diploma or equivalent,
Formal training from a community college or trade school for 6-24 months or an apprenticeship
(Years of experience over 4 year minimum can be considered to off set Education Requirement)

Licensing:

Valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days);
Valid EPA 608 Certification Universal (or a Technician level certification with the ability to obtain a Universal certification within 120 days)
Valid Texas Department of Licensing & Regulation Class A or B Contractors License (or a valid Air Conditioning Technician Certification and the ability to obtain a Contractors License within 1 year)

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

Drug and Alcohol Testing:

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

Employment At-Will:

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.