
HVAC Technician
San Xavier District – Tohono O’odham Nation

Department: Maintenance
Reference: 130-D

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the performance level related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) This position is a full-time regular, non-supervisory position.
- b) Professional position where a professional demeanor, the ability to handle confidential information, and the use of good judgment are required.
- c) Primary responsibilities are to maintain and repair commercial heating and cooling systems in the SXD Complex. Look into factors that affect the heating, ventilation, and cooling process and find solutions to solve HVAC problems. Tests electrical circuits for continuity, use electrical testing equipment for their work, ensure that the system compliance is as per plans and specifications.
- d) Reports to the Facilities Director.
- e) Salary Range – NE9.

2. Responsibilities

- a) Essential Duties
 - i) Acknowledges and greets all applicants and District employees politely and professionally.
 - ii) Performs routine and preventive maintenance (e.g. filter changes, belt replacements, and cleaning coils, condensation pans, drain lines, and cooling towers) on HVAC systems to ensure optimal performance
 - iii) Maintains and repairs heating and cooling systems. (distribution/ventilation and thermostatic controls) in the San Xavier District building.
 - iv) Changes Air filters
 - v) Responds to emergency calls in order of pre-determined priorities.
 - vi) Performs seasonal change over from heating to cooling and cooling to heating.
 - vii) Completes work orders.
 - viii) Orders appropriate parts from vendors. Follows SXD Finance and Procurement guidelines and policies when making purchases.
 - ix) Properly disposes of hazardous and refrigerant waste materials
 - x) Installation and maintains of ventilators.

- xi) Identifies defects in components as well as wires and finding solutions to solve the deficiency.
- xii) Test electrical circuits for continuity.
- xiii) Ensures that all the system compliance is as per plans and specifications.
- xiv) Ensures that all the safety procedures are followed.
- xv) Inspects various electrical systems used for heating, cooling, and ventilation.
- xvi) Reassembles required equipment for repairs.
- xvii) Troubleshoots (*diagnoses heating, ventilation, and air conditioning*) current HVAC system issues.
- xviii) Inspects current HVAC systems for effectiveness and safety.
- xix) Calibrates programmable logic controllers and pneumatic control devices
- xx) Responds to emergency calls in order of pre-determined priorities.
- xxi) Assists in other trades, as needed.
- xxii) Train other workers, as requested.
- xxiii) Maintains accurate inventory of all equipment and HVAC resources.
- xxiv) Performs other duties as assigned by Facilities Director.

3. Knowledge, Skills, and Abilities:

- i) Develop and maintain good working relationships with all levels of District employees, visitors, and government agencies.
- ii) Must be flexible with scheduling.
- iii) Strong analytical and problem-solving abilities.
- iv) Strong organizational skills and attention to detail.
- v) Be punctual and adhere to a daily schedule with multiple appointments in different locations.
- vi) Ability to effectively handle multiple tasks simultaneously with frequent interruptions.
- vii) Work in small, confined areas.
- viii) Climb narrow stairs.
- ix) Knowledgeable with basic math, including calculations using fractions, percentages, and ratios.

4. Working Conditions:

a) Environment

Hot	<input checked="" type="checkbox"/>	Noisy	<input checked="" type="checkbox"/>	Dust/Fumes	<input checked="" type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	Outdoors	<input checked="" type="checkbox"/>	Chemicals	<input checked="" type="checkbox"/>

Contact with substance that could cause allergic reactions: Yes <input type="checkbox"/> No <input type="checkbox"/> Describe: Protective Equipment Used: Other: <input checked="" type="checkbox"/> Explain: _____ Eye Protection

b) Physical Activities and Requirements

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling		✓			
Climbing Ladders			✓		
Climbing Stairs			✓		
Collating/Filing	✓				
Digging				✓	
Dialing				✓	
Hearing			✓		
Lifting/Carrying 25lbs.		✓			
Lifting/Carrying 50lbs.		✓			
Lifting/Carrying 75lb.s	✓				
Reaching		✓			
Reading	✓				
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing		✓			
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard	✓				
Vehicle Operation	✓				
Walking	✓				
Writing	✓				
Other:					

5. Qualifications

- a) At least 3-5 years’ experience as HVAC technician.
- b) HVAC Technician Certification through the Environmental Protection Agency to handle the refrigerants required.
- c) High school diploma or equivalent.
- d) Associate program or course for an HVAC technician from a training institute.
- e) Valid Arizona Driver’s License (No DUI’s or major offenses within the past three years) and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate a program vehicle.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), preference in filling vacancies will be given to:

- (1) Enrolled members of the San Xavier District,

Reviewed by Sandra Alavarez, Director of Operations
 by: Jesse Bautista, Human Resources Specialist
 2026 San Xavier District Job Description

HVAC Technician Prepared
 Date revised: 02/12/2026

- (2) Enrolled members of the Tohono O’odham Nation
- (3) Enrolled members of other nations or tribes
- (4) All other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

“SAN XAVIER DISTRICT IS AN ALCOHOL / DRUG-FREE WORKPLACE.”