



HVAC TECHNICAL SPECIALIST – F/T

ABOUT THE WITTE

The Witte Museum is where Nature, Science and Culture meet and reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The \$100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as "the People's Museum" because of a commitment to making lifelong learning accessible to all.

The Witte is quietly launching the Witte Forever Campaign, including \$26 million in Endowment to culminate at the museum's 100th anniversary in 2026. The expanded museum anticipates that it will welcome 500,000 visitors, of which over 200,000 are school-aged children and 90,000 free general admission during weekly Free Tuesdays hours.

POSITION SUMMARY

The HVAC Technical Specialist is accountable for preventative servicing of all HVAC systems in the Witte Museum, including the Main Campus and Research and Collections Center on Broadway and the offsite Repository. The expectation is for all systems to be sustained for museum best practices for the nationally accredited Witte Museum.

The HVAC Technical Specialist will provide advanced senior-level skills in the inspection, installation, repair and servicing of the heating, ventilation, and air conditioning equipment throughout the museum campus. Assignments vary widely, encompass a variety of tasks, seldom require detailed instructions, and require sound judgment and initiative.

The HVAC Specialists will often be the contact with HVAC contractors, especially when on the museum site.

The HVAC Technical Specialist reports to and works collaboratively with the Chief of Operations.

RESPONSIBILITIES

- Performs skilled mechanical maintenance duties in the inspection, installation, repair and servicing of the heating, ventilation, and air conditioning systems
- Performs preventive maintenance and routine servicing of equipment
- Diagnoses defects, installs, repairs and maintains heating, ventilating, and air conditioning units
- Interprets and works from plans, diagrams and specifications
- Use sound judgement and initiative toward a variety of tasks as assignments vary widely
- Responsible for sustaining all HVAC systems
- Offer general and specific assistance and direction in determining the optimal organization of the work required of the position
- Performs other duties as assigned

EDUCATION

- Required: High School Diploma or equivalent

CERTIFICATIONS/LICENSES

- Current Environmental Protection Agency (EPA) Refrigeration license
- Current HVAC certification from an accredited institution
- Possession of, or ability to obtain, an appropriate valid Texas driver's license by time of appointment

EXPERIENCE AND SKILLS

- Minimum of 5 years of experience in the HVAC trade
- Understanding and following oral and written instructions
- Communicating effectively both orally and in writing
- Operating specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems



- Standard principles, practices, methods, materials, and tools used in the operation and repair of heating, air conditioning, and ventilations system installations and maintenance
- Hydronic closed loop water systems and their components
- Closed loop chiller and boiler water treatment.
- Web-based building control systems
- Applicable building codes, ordinances and regulations of state and local authorities pertaining to building operations and HVAC systems
- Practices of sustainability programs
- Welding, soldering and brazing, plumbing and pipefitting techniques
- Proper methods of storing equipment, materials and supplies
- Health and safety regulations
- Meet schedules and timelines
- Maintaining routine records
- Basic record-keeping techniques
- Maintaining sensitivity to and understanding of the Museum's visitors and staff
- Establishing and maintaining effective working relationships with those encountered in the course of work
- Working independently with little direction

PHYSICAL REQUIREMENTS

- Must be in good physical condition, able to move moderately heavy objects (50lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org