

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

AIR-CONDITIONING AND REFRIGERATION MECHANIC

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Completion of trade school in HVAC or equivalent.
- (3) Experience at journeyman's level of work desired but not required.
- (4) Certification in the transition and recovery of gases (freon).
- (5) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to use effectively and safely the tools of the trade. Have a working knowledge of the techniques used in preventative maintenance programs. Positive interpersonal skills essential to working effectively as a team member. Be proficient in reading and understanding blueprints and schematics.

REPORTS TO:

Director, Maintenance

JOB GOAL

To perform skilled work in the installation, maintenance and repair of air-conditioning units and refrigeration equipment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform tasks necessary to install, modify, maintain repair and / or overhaul all A / C units and refrigeration equipment.
- * (2) Trouble-shoot malfunctioning or inoperative equipment.
- * (3) Make repairs to air handlers, ventilating fans, operating controls, pressure leaks, crankshafts, bearings, and other equipment and parts.
- * (4) Read blueprints and schematics. Construct and / or install equipment according to plans.
- * (5) Balance out the air conditioning system for proper distribution of air for uniform temperature.
- (6) Establish a preventative maintenance plan and work toward it at all times.
- (7) Change filters as needed to provide clean air to classrooms and other facilities.
- (8) Keep all refrigerators operating at the proper temperature to keep foods safe.
- (9) Operate all steam and hot water boilers and monitor all operating parameters.
- (10) Inspect boiler tubes and clean as needed.
- (11) Monitor oxygen and carbon dioxide levels as required.
- (12) Assist other tradesmen when needed.
- (13) Inventory tools, supplies and materials.
- (14) Requisition materials and supplies for jobs in progress.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

* Essential Performance Responsibilities

Job Description Supplement Code 8

SALARY LOCATOR: Classified Personnel Salary Schedule