

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Air Conditioning & Refrigeration Mechanic      **Job Code:** 81024  
**Job Classification:** 17 Skilled Crafts Workers      **EEO Line:** 53  
**Job Class Category:** F Educational Support Personnel      **Job Description Supplement Code:** 8  
**Reports to:** Department Director      **Salary Locator:** Classified Schedule

### SUMMARY:

Performs a variety of standard to moderately complex technical tasks related to installing, maintaining and repairing heating, cooling, ventilation and related systems.

### QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Certificate of completion of trade school 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 and acceptable driving record
- 6) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Knowledge of commercial mechanical and electrical systems
- (5) Ability to read and understand blueprints and schematics
- (6) Ability to repair air conditioning and heating systems
- (7) Moderate physical effort required for long periods of standing, bending, stooping, periodic lifting of moderately heavy items and routine discomfort from exposure to moderate levels of heat, cold, moisture and air pollution
- (8) Extensive knowledge of the techniques used in preventative maintenance
- (9) Ability to operate required equipment in a safe and responsible manner
- (10) Effective verbal, listening, communication and time management skills

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Investigate problems and perform repairs on various mechanical and electrical equipment in heating, cooling and ventilation systems
- (4) Perform preventative maintenance on various mechanical and electrical equipment in heating and cooling systems
- (5) Make repairs to air handlers, ventilating fans, operating controls, pressure leaks, crankshafts, bearings and other equipment parts
- (6) Read blueprints and schematics. Construct and/or install equipment according to plans.
- (7) Keep all refrigerators operating at the proper temperature to keep foods safe
- (8) Operate all steam and hot water boilers and monitor all operating parameters
- (9) Inspect boiler tubes and clean as necessary
- (10) Monitor and inspect heating and cooling systems to ensure continued proper operation
- (11) Locates, picks up, and delivers parts required for department needs
- (12) Assesses drain problems and performs any needed repairs
- (13) Installs humidifiers into system and connects water and drain pipes

- (14) Determines amount of airflow required to keep carbon dioxide at a safe level; ensures this level is maintained
- (15) Assist other tradesmen or perform other essential duties in conjunction with other trades.
- (16) Follow established safety rules and regulations and maintain a safe and clean working environment
- (17) Perform other incidental tasks consistent with the goals and objectives of this position as directed

**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.

Moderate physical effort requiring long periods of standing, bending, stooping, periodic lifting of moderately heavy items and routine discomfort from exposure to moderate levels of heat, cold, moisture, and air pollution.

**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 PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

June 2005

Amended: June 17, 2014