

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

HVAC MECHANIC

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Appropriate vocational / technical training or completion of an apprenticeship in HVAC.
- (3) One (1) year of verifiable experience in the trade.
- (4) Commit to becoming certified in the transfer and recovery of Freon.
- (5) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to effectively use the tools of the trade. Have a working knowledge of the techniques used in prevention and maintenance programs. Interpersonal skills which are necessary to become an effective member of a team. 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, and other such equipment as necessary.
- * (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.
- *(16) Ability to work in a constant state of alertness and safe manner.

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.

AIR CONDITIONING MECHANIC (Continued)

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
DOE Job Code 81024

HVAC Mechanic 1:

Group 8: 0-10 years skilled experience in the HVAC field

HVAC Mechanic 2:

Group 9: 10-20 years skilled experience in the HVAC field or Journeyman's HVAC License

HVAC Mechanic 3:

Group 10: 20+ years skilled experience in the HVAC field or State Certified HVAC License

Revised Board Approval ~~04/11/2017~~ 04/08/2025