

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### AIR CONDITIONING 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  
Group 8 of the ESP Salary Schedule  
DOE Job Code 81024**

**Revised Board Approval 04/11/2017**