

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MAINTENANCE MECHANIC, Air Conditioning--HVAC

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable heating, ventilation and air conditioning mechanical experience or three (3) years of verifiable experience accompanied with an approved vocational certification.
- Knowledge of HVAC control systems, direct expansion refrigerant systems, and chilled water cooling plants and systems.
- Florida Class "D" or "E" driver's license required upon start date.
- EPA certification for universal CFC and refrigerant recovery.
- Read, comprehend and interpret mechanical and control drawings, schematics and technical specifications.
- Ability to perform the essential physical job functions/responsibilities of this position.
- Knowledge of technology as related to specified job functions.

REPORTS TO Division Supervisor

SUPERVISES No supervisory duties

POSITION GOAL

To ensure the District's heating, ventilation and air conditioning systems are operated and maintained in a manner that ensures efficient performance and serves as District needs demand with minimal service disruption.

PERFORMANCE RESPONSIBILITIES

1. * Operate, maintain, install and repair air conditioning, heating, ventilation, exhaust and refrigeration equipment, including compressors, , motors, coils, valves, refrigerant lines, controls, chillers and heating components. .
2. * Perform scheduled preventative maintenance on HVAC equipment.
3. * Operate and diagnose discrepancies with computer based control systems; establishing program schedules, archived data, system run parameters and emergency system restarts.
4. * Install, maintain and repair air distribution systems and components.
5. * Search out and read technical manuals to accurately troubleshoot and repair equipment and control systems.
6. * Assist in estimating and planning maintenance and construction projects.
7. * Familiarize District staff in the proper routine operation of user controlled HVAC equipment and controls.
8. * Keep current regarding new rules and regulations applicable to HVAC servicing and refrigerants.
9. * Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
10. * Accurately and promptly document labor hours and materials expended on assigned tasks.
11. * Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
12. * Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts.
13. * Assist in the design and specification of new HVAC and control systems and verifying the performance of work completed under purchase order contracts.
14. * Maintain accountability and inventory for assigned tools and equipment.
15. Perform other duties as assigned by the Division Supervisor.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
D-06 \$34,401 - \$61,091
 M-12 D-258 H-2064

POSITION CODES

PeopleSoft Position **Multiple**
 Personnel Category **17**
 EEO-5 Line **53**

Function **Vary**
 Survey Code **81024**
 Job Code **1639**

ADA CODES

2 **Very Heavy Work**
 3 **B through V**
 4 **C through K**

BOARD APPROVED

April 8, 1997