

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### AIR CONDITIONING AND REFRIGERATION MECHANIC

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Three (3) years air conditioning or refrigeration experience preferred.
- (3) Commercial Driver's License preferred.
- (4) Freon recovery certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and skill to use, effectively and safely, the tools of the trade. Have a thorough understanding of the preventive maintenance program. Knowledge of filter media and how to install filters. Knowledge of the theory and operation of refrigeration units and cycles to include a knowledge of the theory and operation of ventilation and air conditioning systems.

**REPORTS TO:**

Director of Facilities

<p><b>JOB GOAL</b></p>
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<p>To provide safe and clean air for students and staff.</p>
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**SUPERVISES:**

N/A

**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.

**Job Description Supplement No. 01**

**AIR CONDITIONING AND REFRIGERATION MECHANIC (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Install and maintain air conditioning units.
- \* (2) Maintain records and make reports as required.
- \* (3) Maintain inventory of parts and filter material.
- \* (4) Install clean filter media in all HVAC equipment on a regular schedule.
- \* (5) Perform maintenance on HVAC equipment - belts, pulleys, bearings, grease fittings and motor shafts.
- \* (6) Requisition filter media and other supplies needed.
- \* (7) Load and drive facilities vehicle to assigned sites.

**Employee Qualities / Responsibilities**

- \* (8) Work independently or as a team member.
- \* (9) Interact with school and maintenance personnel.
- \* (10) Report to work punctually and regularly.
- \* (11) Display appropriate work ethic.
- \* (12) Follow maintenance policies and procedures.

**System Support**

- \* (13) Communicate well with Director of Facilities.
- \* (14) Maintain positive relationship with outside vendors.
- \* (15) Represent the School Board in an appropriate manner.
- (16) Perform other duties as assigned.

\*Essential Performance Responsibilities