

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

BOILER / HVAC MECHANIC

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three (3) years experience in field above apprentice level.
- (3) Commercial Driver's License preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and skill to use effectively the tools of the trade. Have a working knowledge of preventive maintenance programs and Environmental Protection Agency (EPA) requirements. Display positive interpersonal skills to work effectively as a team member. Be proficient in reading and understanding blueprints and schematics. Thorough knowledge of safe operational practices and general boiler operating procedures.

REPORTS TO:

Director of Facilities

<p>JOB GOAL</p> <p>To perform skilled work in the installation, maintenance and repair of air conditioning, refrigeration and boiler equipment.</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

BOILER / HVAC MECHANIC (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Receive and respond to work orders for inspection and repair of heating and cooling units.
- * (2) Trouble-shoot malfunctioning thermostats.
- * (3) Make repairs to air handlers, ventilating fans, controls, bearings, pressure leaks and other equipment and parts.
- * (4) Maintain records and make reports as required.
- * (5) Establish and maintain preventive maintenance programs.
- * (6) Order and bid, when required, parts and material.
- * (7) Follow EPA guidelines in freon removal and disposal.
- * (8) Assist other tradesmen as required.

Employee Qualities / Responsibilities

- * (9) Work independently and as a team member.
- * (10) Interact effectively with secretaries, bookkeepers and other maintenance and school personnel.
- * (11) Report to work punctually and regularly.
- * (12) Follow maintenance policies and procedures.
- * (13) Display appropriate work ethic.

System Support

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

*Essential Performance Responsibilities