

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Air Conditioning And Refrigeration Mechanic

## **GENERAL DESCRIPTION**

The essential function of this position within the organization is to ensure the District's 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.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Operates, maintains, installs and repairs air conditioning, ventilation, exhaust and refrigeration equipment, including compressors, motors, coils, valves, refrigerant lines, controls, chillers and heating components.

Performs scheduled preventative maintenance on HVAC equipment.

Operates and diagnoses discrepancies with computer based control systems; establishing program schedules, archived data, system run parameters and emergency system restarts.

Installs, maintains and repairs air distribution systems and components.

Searches out and reads technical manuals to accurately troubleshoot and repair equipment and control systems.

Assists in estimating and planning maintenance and construction projects.

Familiarizes the District staff in the proper routine operation of user controlled HVAC equipment and controls.

Keeps current regarding new rules and regulations applicable to HVAC servicing and refrigerants.

Oversees and ensures the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.

Accurately and promptly documents labor hours and materials expended on assigned tasks.

Identifies and reports to Supervisor repair needs and safety discrepancies when observed at facilities.

Safely operate and work from ladders, scaffolding, platforms and personnel lifts.

Identifies,, troubleshoots, and maintains acceptable indoor air quality conditions.

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Maintains accountability and inventory for assigned tools and equipment.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Minimal requirements which may include assessing and/or conceptualizing work environment, conditions and job completion task requirements including resource needs.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

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Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

## **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

## **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving set procedures and rules and the ability to problem solve with inconsistent frequency; requires normal attention with periods of concentration for accurate results or occasional exposure to unusual pressure.

## **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions affects others including those in immediate work area. Requires thoughtful and focused deliberation with informed choice

## **Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

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High School Diploma or equivalent.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

EPA Refrigeration Card and/or other appropriate State of Florida professional certification as required and applicable

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Three years documentable experience with HVAC is preferred.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Very Heavy Work, exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or in excess of 20 pounds of force constantly to move objects. May involve Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

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**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Assistant Director

**Supervises:**

No supervisory duties

PAY GRADE: From: M9SA1 To: M9SP2

Non-Exempt

Number of Months: 12 Number of Days: 5 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016