



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Air Conditioning Mechanic

FLSA Status: Non-Exempt

Salary Grade, if non-union:

Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs

Non-Union or Specific Collective Bargaining Agreement: AFSCME Maintenance Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform skilled work in the repair and maintenance of air conditioning equipment.

### Essential Functions of this Job

Installs, services and repairs air conditioning units utilizing knowledge of refrigeration theory, pipe fitting and structural lay out. Mounts compressors and condensing units on platform floor, using hand tools, following blue prints and engineering specifications. Installs evaporator unit in chassis or in air-duct system using hand tools. Cuts and bends tubing to correct length and shapes using cutting and bending equipment and tools. Cuts and threads pipe using machine threading or hand threading equipment. Joins couplings or unions and solders joints using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls, and circulating/ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Tests completed system. Repairs installed units by examining visually for defective parts or determines the cause of malfunction by performing tests, utilizing knowledge of mechanical, electrical, refrigeration theory. Dismantles whole or part of machine as indicated by type of malfunction and repairs or replaces defective component. Maintain telephone or in radio contact with office and school principals. Uses and maintains tools and equipment. Performs any duties within the scope of capabilities assigned by the supervisor. Performs related work as required. Keeps daily records and logs of work performed.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

### Non-Essential Functions of this Job

Position Title: Air Conditioning Mechanic

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Five years commercial experience in HVAC repair under the supervision of a licensed HVAC contractor. Considerable knowledge of the practices, methods, materials and tools commonly utilized in the repair and service of HVAC equipment. Considerable knowledge of the mechanical and electrical operations and repair characteristics of direct expansion, chilled water and strip heat equipment. Knowledge and repair of pneumatic and electronic control systems. Considerable knowledge of the occupational hazards and safety precautions of the work. Ability to keep records of work performed. Skill in the care and use of tools and equipment essential for repair of HVAC equipment. Ability to keep daily records and logs. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from high school, GED, or trade school. Certificate of training in air conditioning from a recognized training institute. Universal certification as required by 40 CFR, Part 82, Subpart F, through the Proper Refrigerant Practices (EPA). Must have a valid driver's license appropriate to the vehicles assigned to the trade and be qualified to drive a School Board Vehicle.

Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public. Requires the use of alternative communication systems such as electronic mail, telephones and computers.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing up to 80 pounds. May infrequently require lifting more than 80 pounds with assistance as needed. Requires working both indoors and outdoors. Requires the proper use of personal protective devices and equipment as assigned.

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EEO5: 53  
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Date Last Revised: 2012-12-12

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*