

Santa Rosa County District Schools

Job Description

A/C Refrigeration Mechanic I

Reports to: Supervisor of Building Maintenance

FLSA Status: Non-Exempt

Department: Maintenance

Prepared by: Human Resources

Date: October 23, 2014

Job Code:

Position #: 85010

Range: 11

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees, such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists skilled workers in the overhaul and service of heating, air conditioning and refrigeration units;
- Repairs, replaces, adjusts worn or broken parts on condensers, water or vacuum pumps and condensers;
- Tests refrigeration equipment for leaks;
- Repairs and adjusts valves, piping connections, fittings and couplings;
- Assists in removing and installing motors, thermostats and humidistats;
- Adjusts expansion valves, changes belts, replaces gaskets, hinges and hardware;
- Adds gas to refrigeration units as needed;
- Checks gauges and makes inspection for preventive maintenance;
- Performs preventive maintenance on all types of heating, refrigeration and air conditioning equipment;
- Maintains records of repairs and preventive maintenance program;
- Performs related duties as required.

Supervision Received:

Supervisor of Building Maintenance and Maintenance Foreman

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. One year experience in A/C refrigeration; or an equivalent combination of training and experience.

Preferred:

Operation of A/C refrigeration equipment.

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Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; involves moderate to heavy lifting of over 75 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.