

SCHOOL BOARD OF SAINT LUCIE COUNTY JOB DESCRIPTION

Position No.	<u>81024</u>	Length of Work Year	<u>12 months</u>
Salary Schedule	<u>XF</u>	Date Approved	<u>8-26-97</u>
FLSA	<u>Non-exempt</u>	Date Revised	<u>8/14/07</u>

JOB TITLE	DEPARTMENT	REPORTS TO
Air Conditioning Technician	Maintenance	Foreman

JOB GOAL

To assume primary responsibility for the maintenance, installation and repair of air conditioning systems.

QUALIFICATIONS

1. Accredited High School Diploma or GED.
2. Valid Florida driver's license.
3. Five years verified experience as an AC Mechanic.
4. Ability to lay-out, participate and oversee the work of helpers in the air-conditioning trade.
5. Ability to make accurate estimates of time and materials.
6. Ability to follow both verbal and written instructions and apply them in a productive manner.
7. Ability to perform the functions of the position.
8. Personal basic hand tools are required. The district will only furnish power tools.

DUTIES AND RESPONSIBILITIES

1. To demonstrate the ability to represent the Maintenance Department and the District in a cooperative and professional manner when working on a school site or dealing with the public.
2. To install and maintain air-conditioning systems throughout the county school system.
3. To determine, from verbal instructions, work orders, building plans, shop sketches or blueprints, the proper kind and type of parts and equipment needed, and installs and repairs units or systems with very little guidance during the project.
4. To select tools, materials and parts; decide on methods and techniques to repairs, complete the work with little checking by others and then test the unit or systems upon completion to ensure that air is conditioned according to requirements.
5. To exercise professional judgment for decisions concerning the kind and type or work that must be done to modify and update equipment in a manner that will meet the requirements of specific climatic conditions.
6. To work directly with engineering and technical personnel while planning, modifying or repairing systems to meet specific conditions.
7. To inspect work to insure quality standards and codes have been met and to ensure compliance with codes and safety standards as directed by the St. Lucie County School District building administrator.
8. To balance and regulate air flow for proper distribution.
9. To exercise knowledge of a variety of units and systems for rapid overhaul or repair.

10. To install or plan the installation of duct work to provide conditioned air.
11. To advise supervisory personnel of timely need for replacement or additional parts and equipment to prevent shutdown of functions.
12. To install, maintain and repair mechanical compression systems, and vapor compression systems.
13. To apply principles and theories of air-conditioning and refrigeration such as the refrigeration cycle and the transfer laws.
14. To dismantle, repair and reassemble pumps, chill water valves and VAV boxes.
15. To change filters on all air-conditioning equipment.
16. To maintain all cooling towers.
17. To add chemicals as needed to maintain proper levels in cooling systems which are water-cooled.
18. To lubricate all bearings, blowers, motors and perform preventive maintenance on all equipment.
19. To properly use and maintain District vehicles and equipment.
20. To observe all safe work practices when using tools, equipment and chemicals.
21. To perform assigned tasks in a timely and efficient manner.
22. To perform assigned tasks to a high standard of quality.
23. To perform other duties as may be assigned by the supervisor.