

**Job Title:**                **Air Conditioning and Refrigeration  
Mechanic**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Nonexempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**            Educational Support – 19

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to perform skilled work involving the maintenance and repair of commercial Air Conditioning and Refrigeration systems and equipment.

## **ESSENTIAL JOB FUNCTIONS**

- Performs routine and complex installations, maintenance, and repairs on air conditioning and refrigeration (ACR) motors and equipment; assists with complex ACR work.
- Coordinates and instructs the work of entry level Air Conditioning and Refrigeration Mechanics; assists entry level trades staff in the completion of complex or highly skilled installation, maintenance, and repair work as needed.
- Installs, tests, and services air conditioning and refrigeration units and appliances; mounts motors and ventilation units; e.g., air conditioning and heat pump units, coolers, freezers.
- Installs, tests, and services control systems for ACR equipment.
- Installs and inspects and repairs duct work and ventilations systems.
- Connects motors, compressors, temperature controls, humidity controls, and circulating/ventilation fans to control panels and connects panels to power source.
- Installs, repairs, and services natural and forced draft convection gas and electric heating equipment, space heaters, furnaces, heat exchangers, gas valves, blower motors, regulators, controls, circular pumps, and steam traps.
- Inspects, adjusts, and replaces necessary parts; removes, repairs, and replaces component parts or assembles heating systems.
- Removes, disassembles, and overhauls major components, e.g., compressors, electric motors, control units, fans, blowers, pumps, valves, piping.
- Reads and interprets blueprints, wiring diagrams, sketches, or building plans for information pertaining to the installation of various heating systems or motors.
- Maintains cleanliness and efficiency of air conditioning and refrigeration motors and equipment.
- Operates various standard and diagnostic equipment and tools utilized in air conditioning and refrigeration repair.

- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; recovers refrigerant and refrigerant oils according to regulations; performs all work in compliance with all applicable codes, standards, and regulatory requirements.
- Assists with special projects involving air conditioning and refrigeration work.
- Maintains various records and reports, e.g., job records, work orders; inventories supply for parts, equipment, machinery, and tools; material requests.
- Conforms to safety standards as prescribed and identifies unsafe conditions.
- Responds to calls for emergency repairs.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- High school diploma, GED, or other equivalent.
- Five (5) years of commercial experience in skilled work in the installation, maintenance, and repair work of Air Conditioning and Refrigeration equipment and systems.
- EPA Universal Certification Required.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to operate and maintain hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to perform basic mathematics.
- Requires the ability to act as a lead worker.
- Requires the ability to display knowledge of standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to work with and repair hand and power tools and heavy machinery.
- Requires the ability to perform maintenance and repair tasks.
- Requires the ability to prepare and process purchase orders.

### **PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**