

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6665  
Pay Grade: D11

FLSA: Non-Exempt

**HEATING AND AIR CONDITIONING MECHANIC-JOURNEYMAN**

**MAJOR FUNCTION:**

Performs journeyman level work in the installation, maintenance, repair, and preventive maintenance of heating, ventilating and air conditioning systems. Leads and trains subordinates, and is responsible for satisfactory completion of assigned tasks. Work is performed independently under general direction, in accordance with specifications and accepted standards and procedures of the HVAC trade.

**DUTIES AND RESPONSIBILITIES:**

- Leads, trains and assigns work to subordinates involved in the installation, maintenance and repair of heating, ventilating and air conditioning systems.
- Installs, modifies, maintains, repairs, overhauls operations of air conditioning, refrigeration, heating and related equipment.
- Performs repairs, maintenance, and scheduled preventive maintenance on assigned equipment and systems such as compressors, chillers, cooling towers, air handlers, controls and/or gas fired boilers, electric heating systems, air humidifiers, pumps, refrigeration systems, evaporation condensers, etc.
- Reads and interprets blueprints, diagrams, sketches and schematics as they relate to the HVAC trade.
- Performs "trouble-shooting" of malfunctioning or inoperative equipment; diagnoses problems and completes repairs as necessary.
- Adds freon, oil, or other liquids, and/or gases to heating and air conditioning systems to assure proper levels of systems efficiency.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED, supplemented by one (1) year of training in the field of heating and air conditioning, plus four (4) years' progressively responsible experience in the commercial and industrial HVAC trade. The successful completion of up to two (2) years of verifiable formal training in the trade (vocational, military, or indentured apprentice school) may be substituted for a like amount of the experience requirement. Possession of a valid State of Florida Class E noncommercial driver's license, and any other license as may be required by law.

ISSUED: 12/79 SSN; REVISED: 10/83 REW; BOARD APPROVED: 5/22/85; REVISED MQ'S 2/90 MW; BOARD APPROVED: 3/14/90; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED WC: 7/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## HEATING & AIR CONDITIONING MECHANIC - JOURNEYMAN

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				