AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**MECHANIC REFRIGERATION**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 11**	DUTY DAYS:	**260**	DATE REVISED:	**03/27/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Two (2) years of on-the- job commercial refrigeration is required. Knowledge of refrigeration and a Universal Certification per the E.P.A. for refrigerant recovery is required. Must have knowledge of electrical controls and minor plumbing experience. A valid Texas Driver's License is required and must be in possession at all times when operating an AISD vehicle. Must be organized, complete daily work assignments, keep accurate records and prepare written reports. Fluency in Spanish and English is preferred.

SKILL REQUIREMENTS:

This position must have the ability to use tools, gauges relevant to the trade, and the ability to read and interpret mechanical drawings, blueprints, or sketches, and written reference material. The incumbent must have the ability to perform mathematical calculations and diagnose and resolve problems. Incumbent must have skills as a craftsman and have EPA certification for refrigerant recovery. This position requires the ability to read, write, and converse fluently in English.

JOB PURPOSE AND RESPONSIBILITY:

This position repairs and maintains all aspects of refrigeration for the District. This position will repair, troubleshoot, and perform scheduled preventive maintenance on commercial refrigeration equipment including walk-ins and reach-ins (coolers/freezers), commercial vent-a-hood systems and food service equipment as needed. Maintain, repair, and troubleshoot mechanical systems. May supervise other commercial food service equipment technicians when working in teams, as needed. Manage and maintain inventories of parts and tools as assigned. Perform all other tasks and duties as assigned. All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

JOB PURPOSE AND RESPONSIBILITY:

Under general supervision, maintain, repair, and install commercial refrigeration systems and equipment throughout the district.

ESSENTIAL FUNCTIONS:

- Diagnose, maintain, troubleshoot, and repair various commercial kitchen equipment such as walk-in freezers, coolers, and line equipment and walk-ins.
- Change out and install new equipment.
- Check, reset, and replace fuses or repair electrical circuits.
- Install compressors both hermetic and semi-hermetic, reads gauges and makes necessary adjustments, sets thermostats, and adjusts when needed. Clean condenser coils as required.
- May supervise other commercial food service equipment technicians when working in teams, as needed.

- Manage and maintain inventories of parts and tools as assigned.
- Read and interpret mechanical drawings, blueprints, or sketches to determine parts and material needed for equipment installation including plumbing and electrical.
- Complete assigned work orders in an organized, efficient, and timely manner according to expectations.
- Complete required documentation such as work orders, material requisitions, purchase orders, etc.
- Specify and order parts from vendors using appropriate Austin ISD purchasing procedures.
- Report damaged product(s), property, or equipment to management. Report district property or equipment misuse to management.
- Maintain a clean vehicle and perform vehicle maintenance according to district protocol.
- Adhere to Austin ISD policy regarding the transfer of property/equipment to salvage and/or disposal of scrap material properly.
- Communicate effectively and professionally with Department Heads, Principals, and anyone you come in contact with during the performance of your job.
- All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification.
- Identify opportunities and implement strategies to prolong the life of equipment and save energy.
- Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Follow district safety protocols and emergency procedure
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance for this position is required.

Tools/Equipment Used: Electrical measuring and testing equipment; gauges, welding equipment; hand tools; power tools; hoist; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; may work on rooftops; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; may work irregular and prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent will provide recurring guidance and consultation to the department. Incumbent will have regular contact with other Austin ISD employees.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	