SCHOOL DISTRICT OF ST. JOHNS COUNTY

HEATING - AIR CONDITIONING MECHANIC

JOB DESCRIPTION

QUALIFICATIONS:

(1) Minimum of two (2) years verified experience as a skilled heating/air condition mechanic or completion of a trade school or equivalent.

(2) Possess a high school diploma, GED or equivalent if education from a country outside the United States.

(3) Valid Florida driver's license.

(4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow oral and written instructions. Ability to read and interpret specifications, drawings, schematics and plans. Knowledge of trade methods, work, materials, tools and equipment. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Supervisor of Maintenance Services
Director of Maintenance Services

JOB GOAL

To perform activities assigned in skilled or semi-skilled crafts or trade activities to assist the District in meeting its goals and requirements. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

*(1) Maintain and service all heating, air conditioning and refrigeration equipment and systems within the District.

*(2) Analyze and order necessary parts for repair in accordance with St. Johns County School District Rules and procedures.

*(3) Set-up and maintain preventive maintenance program relating to carpentry trade.

*(4) Supervise unskilled employees assigned to assist.

*(5) Other duties as assigned by Director or Supervisor.

Expectations of All Employees

*(6) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
*(7) Follow attendance, punctuality and other qualities of an appropriate work ethic.
*(8) Ensure adherence to good safety standards.
*(9) Maintain confidentiality regarding school/workplace matters.
*(10) Model and maintain high ethical standards.
*(11) Maintain expertise in assigned area to fulfill position goals and objectives.
*(12) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(13) Demonstrate initiative in the performance of assigned responsibilities.
*(14) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

Staff Development

*(15) Engage in a continuing improvement of professional skills and knowledge.
*(16) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
*(17) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and character education.

Inter/Intra-Agency Communication and Delivery

*(18) Exercise service orientation when working with others.
*(19) Keep supervisor informed of potential problems or unusual events.
*(20) Use effective, positive interpersonal communication skills.
*(21) Respond to inquiries and concerns in a timely manner.
*(22) Serve on school/district committees as required or appropriate.

System Support

*(23) Exhibit interpersonal skills to work as an effective team member.
*(24) Follow federal and state laws as well as School Board policies, rules and regulations.
*(25) Demonstrate support for the school district and its goals and priorities.
*(26) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
*(28) Participate in cross-training activities as required.
*(29) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

A typical day's activities include standing, walking, bending, climbing, stooping, pushing, pulling, lifting, stretching, twisting, reaching, and sitting for limited periods only; normal finger dexterity,

visual acuity (with or without corrective glasses), hearing, talking and firm grasping are also required to carry out essential functions.

TERMS OF EMPLOYMENT:

Approved unit compensation plan:

12 month position

8 hours per day

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE:

81024

Pay Type: 210 **Pay Grade:** Salary Schedule 10

FLSA: Non-exempt

BOARD APPROVED: April 1999

REVISED: June 2015