

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

LEAD HVAC SPECIALIST**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Five years progressively responsible experience in the installation, maintenance and repair of air conditioning and refrigeration, two years of which must have been on large centrifugal or reciprocating air conditioning systems.
- (3) Valid Florida driver's license.
- (4) State and local A/C license preferred.
- (5) Knowledge of the Johnson Control System and/or applicable system and ability to perform duties in relation to its maintenance and implementation
- (6) Knowledge of vehicle A/C maintenance and repair
- (7) Training in energy conservation
- (8) Extensive knowledge of environmental regulations

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the methods, practices, tools and materials of the air conditioning and refrigeration trade. Ability to read, interpret and work from blueprints, wiring diagrams, specifications and operating manuals for air conditioning and refrigeration systems to be repaired or installed. Ability to inspect air conditioning systems and refrigeration systems and determine defects and required repairs. Maintain and repair electronic and/or pneumatic control systems for large or small air conditioning and refrigeration systems. Supervise and direct one or more lower level mechanics in the installation or repair of air conditioning systems. Perform work requiring good physical condition. Knowledge of rules and regulations relating to re-cycling of freon gas and asbestos abatement.

REPORTS TO:

Director of Operations

JOB GOAL

To perform skilled work in the installation, maintenance and repair of air conditioning and refrigeration equipment.

SUPERVISES:

Maintenance Workers as assigned

LEAD HVAC SPECIALIST(Continued)
PERFORMANCE RESPONSIBILITIES:

- * (1) Perform tasks necessary in the installation, modification, maintenance, repair and/or overhaul of evaporative condensers, reciprocating and centrifugal compressors, dehumidifying air conditioning (1/2 ton to 300 ton units) and refrigeration equipment from small domestic refrigerators to large walk-in refrigerators and freezers, water coolers and associated installed property in the School District.
- * (2) Install, modify, maintain, repair, or overhaul air conditioning and refrigeration equipment, component parts, subassemblies and other related equipment such as cooling tower units, associated motors, pumps, fans and automatic controls (electrical, electronic and pneumatic) such as thermostats, pressure switches, expansion valves, humidistats, relays and time-delayed elements. Replacement belts, bearing and complete blowers, adjust controls of systems to equalize flow and proper distribution of air.
- * (3) Perform "troubleshooting" of malfunctioning or inoperative equipment. Trace leaks in lines with instruments, replace tubing, check gauges, and as necessary, add refrigerant.
- * (4) Make complete compressor overhauls by replacing rings, crank shafts, pistons, rods, valves, bearings, etc.
- * (5) Make repairs to ventilating fans by removing blades from housing, replace or repair parts of driving motors, replace fans and aligning equipment.
- * (6) Take water samples and, as required, add appropriate commercial-type water softener in order to increase operational efficiency or life of air conditioning equipment.
- (7) Read and interpret blueprints, diagrams, sketches, etc., and layout work.
- * (8) Make readings of air conditioning equipment temperature, pressure, humidity, velocity from thermostats, gauges and meters and make necessary adjustments or repairs to correct deficiencies.
- * (9) Perform inspections of new or old equipment for deficiencies; report findings to supervisor for corrective measures. Where deficiencies are minor, correct same on own initiative.
- * (10) Balance out complete air conditioning system for proper control and distribution of air; make adjustments and modifications of equipment as necessary.
- * (11) Keep abreast of and consult asbestos management plans and other hazardous materials present in buildings.
- * (12) Assist in preparing specifications for HVAC equipment and installation.
- * (13) Monitor/inspect HVAC work conducted by outside contractors.
- (14) Make recommendations to supervisor relating to the annual budget.
- (15) Use effective, positive interpersonal communication skills.
- (16) Maintain and operate Johnson (or applicable) control system.
- (17) Maintain vehicle A/C systems.
- (18) Assure that district facilities meet state and federal environmental regulations.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

TERMS OF EMPLOYMENT:

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 in accordance with provisions of the Board's policy on evaluation of personnel.



LEAD HVAC SPECIALIST(Continued)

***Essential Performance Responsibilities**

Job Description Supplement Code 8

