VIRGINIA BEACH CITY PUBLIC SCHOOLS
CHARTING THE COURSE

REFRIGERATION CRAFTSMAN III

GENERAL RESPONSIBILITIES

Perform advanced skilled work troubleshooting and assessing the need for maintenance, repair, modification, replacement, and installation of Refrigeration equipment.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist supervisor in leadership and management functions of the shop.
- Manage communication with dispatch, other craftsmen, supervisor, and administrative staff.
- Assist in writing specifications and reviewing plans.
- Assist in the preparation of the annual budget.
- Evaluate projects, determine feasibility, the scope of work, estimate material, and personnel requirements.
- Inspect work performed by contractors and internal staff; evaluate and make recommendations to supervisor.
- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Read and interpret blueprints, plans, specifications, and drawings to determine job requirements.
- Operate work trucks and supervise accompanying personnel.
- Communicate and coordinate work with other trades, as necessary.
- Collaborate with school personnel regarding job requests and outcomes.
- Train and assess job performance of shop personnel.
- Operate tools and equipment associated with the trade.
- Maintain accurate work order records and parts inventory.
- Maintain a clean, safe, and organized workspace.
- Evaluate equipment and building systems.
- Procure parts and services with vendors.
- Coordinate warranty repairs.
- Perform related work as required.

DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS

- Installation of new or repair of related trade equipment.
- Troubleshoot, repair, install and maintain refrigeration equipment; maintain records and files; prepare reports.
- Perform preventive maintenance as required or as requested by the manufacturer's recommendations.
- Locating, ordering, and installation of defective parts.
- Verify equipment operations and make necessary repairs according to the manufacturer's recommendations.
- Troubleshoot food safety concerns and make necessary corrections.
- Work intensely with the Supervisor to ensure the equipment is operating according to the manufacturer's recommendations.
- Maintain and repair the following but not limited to; Walk-in freezers and refrigerators, reach-in freezers and refrigerators, pass-thru refrigerators, milk coolers, merchandisers, serving line coolers, and freezers, cold tables, ice machines, residential and commercial refrigerators.
- Maintain, repair, and rebuild various components encompassing the refrigeration atmosphere.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the common practices, tools, terminology and safety precautions of a trade; knowledge of the use and characteristics of common building materials; ability to use and operate tools and machinery associated with trade; thorough knowledge of hazards and safety precautions associated with the trade; ability to plan, organize and successfully complete multiple, unrelated simultaneous projects; ability to provide and follow oral and written instructions; demonstrate leadership and organizational skills. Must have the ability to estimate material and time required for various jobs; ability to interpret technical documents, drawings, blueprints, etc.; ability to establish and maintain effective working relationships with associates. Proficient in the use of computers and job-related software.

EDUCATION AND EXPERIENCE

Required: High School Diploma, GED, or completion of a vocational program. Minimum five (5) years of experience in the trade, and CFC Certification.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent walking, standing, bending, stooping, crouching, climbing, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, kneeling, and crawling Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 5/22, 10/24