

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### HARV MAINTENANCE MECHANIC

**SALARY SCHEDULE: SSP-10**

**COST CENTER: FACILITIES SERVICES (9029)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Must be willing and able to work night shift and/or weekends as assigned.
- (3) EDUCATION and/or EXPERIENCE: Successful completion of a minimum of 2 years in HARV schooling or 2 years verifiable work experience in the HVAC industry.
- (4) CERTIFICATES, LICENSES, REGISTRATIONS: Possess a valid State of Florida Driver's License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of appropriate federal, state and local codes and regulations related to assignments. Ability to use all trade associated tools and equipment. Ability to analyze problems and effect repairs in a safe and timely manner. Possess all necessary hand tools required. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge of safe operational practices and procedures.

**REPORTS TO:**

Trade Manager, Facilities Services

**JOB GOAL**

To assist with installation, maintenance and repair of AVAC/Refrigeration systems for the District.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist with installation, adjustment, maintenance and repair of all HVAC / Refrigeration equipment.
- \* (2) Assist with diagnosis of HVAC / Refrigeration problems and repair in a safe, efficient and timely manner.
- \* (3) Evaluate repairs and identify materials and parts needed to complete projects.
- \* (4) Maintain accurate records of all maintenance and repair work completed.
- \* (5) Perform preventative maintenance tasks on HVAC and refrigeration equipment.
- \* (6) Develop and maintain accurate department inventory requirements.
- \* (7) Provide for the changing of filters on an as-needed basis at all sites.
- \* (8) Maintain an up-to-date inventory of all HVAC parts at appropriate sites.
- \* (9) Prepare all required reports and maintain all appropriate records.
- \* (10) Exhibit support for the District's vision, mission, goals and priorities.
- \* (11) Demonstrate initiative in the performance of assigned responsibilities.
- \* (12) Provide for a safe and secure workplace.
- \* (13) Model and maintain high ethical standards.
- \* (14) Follow attendance, punctuality and proper dress rules.
- \* (15) Maintain confidentiality regarding school matters.

**HARV MAINTENANCE MECHANIC (continued)**

- \* (16) Maintain positive relationships with staff and vendors.
- \* (17) Participate in workshops and training sessions as required.
- \* (18) Communicate effectively with staff and vendors.
- \* (19) Keep supervisor informed of potential problems or unusual events.
- \* (20) Respond to inquiries and concerns in a timely manner.
- \* (21) Follow all School board policies, rules and regulations.
- \* (22) Exhibit interpersonal skills to work as an effective team member.
- \* (23) Sustained focus and attention to detail for extended periods of time.
- (24) 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.

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities