

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6662  
Pay Grade: D08

FLSA: Non-Exempt

<b>HEATING AND AIR CONDITIONING MECHANIC APPRENTICE</b>
<b>REPORTS TO:</b> Director, Pinellas Technical College
<b>SUPERVISES:</b> N/A
<b>QUALIFICATIONS:</b> Graduation from high school or possession of a GED, plus 250 hours minimum skill-specific classroom instruction from Pinellas Technical College, possession of an OSHA 10-hour safety card and possession of refrigerant certification. Possession of a valid state of Florida Class E noncommercial driver's license and any other license as may be required by law.
<b>MAJOR FUNCTION</b>
Performs semi-skilled work in installation, maintenance and repair of heating and air conditioning systems and controls. Assists journeyman in major repair and may perform minor repairs with minimal supervision. Work is performed under direct supervision and reviewed in progress or upon completion for conformity with established standards.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Assists in installation, modification, maintenance, repair, and/or overhaul of evaporative condensers, reciprocating and centrifugal compressors, and dehumidifying, air conditioning, and associated systems</li><li>• Assists in installation, modification, maintenance, and repairs of air conditioning equipment, component parts, subassemblies, and other related equipment</li><li>• Replaces belts, bearings, and blowers; adjusts control of systems to equalize flow and proper distribution of air</li><li>• Performs "trouble-shooting" of malfunctioning or inoperative equipment; traces leaks in lines with instruments, replaces tubing, checks gauges, and as necessary adds refrigerant; takes water samples and as required adds appropriate commercial-type water softener in order to increase operational efficiency or life of air conditioning equipment</li><li>• Inspects equipment for deficiencies; reports findings to supervisor for corrective measures; where deficiencies are minor, corrects same on own initiative; lifts heavy objects on a routine basis.</li><li>• Applies knowledge of methods, practices, tools and materials of the air conditioning trade; and hazards and safety precautions.</li><li>• Inspects, maintains, and repairs electronic and pneumatic control systems; reads and interprets diagrams and sketches</li><li>• Performs other related work as required</li></ul>

## HEATING AND AIR CONDITIONING MECHANIC APPRENTICE

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. For this apprentice position, a 3.2 percent salary increase will be provided after 6 months of continuous employment in this position. In addition, after 18 months of program participation, an additional 3.2 percent salary increase will be provided until completion of the apprenticeship program. Once the skill-specific classroom instruction from Pinellas Technical College is completed, the individual is eligible for employment at the minimum salary level for the Heating and Air Conditioning Mechanic position. Length of the work year and hours of employment shall be established by the District.*

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

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 10/13/15 CH; BOARD APPROVED: 10/27/15

## HEATING AND AIR CONDITIONING MECHANIC APPRENTICE

<u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data			X		
21. Using various technology tools			X		
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				