Leon County Public Schools
Classification Specification

Salary Grade 30

Summary Information:

Classification Title: PM HVAC Mechanic **Date Prepared:** 11/2013

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name		
422	Building Operations - HVAC	Maintain air conditioning and heating units within one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
427A	Building Operations - Records	Record work and cost effectiveness on maintenance performed. Perform preventative maintenance on equipment and building components within area of expertise district wide.
429A	Equipment Repair and Maintenance	Activities associated with administering and performing maintenance on machines and other equipment.
437	Building Operations – Inventory	Verify and maintain current inventory. Compile new inventory of equipment at each site district wide.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: High School diploma or equivalent with three years related experience; and Appropriate certification/license as required.

Supervisory Responsibility: No

Type of Supervision: None

Effective Date: 01/2014