

## Leon County Public Schools Classification Specification

Salary Grade 28

### Summary Information:

**Classification Title:** HVAC Mechanic **Date Prepared:** 02/2008, 04/2003  
**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.
417	Building Operations Planning	Develop preventive operations plans. Schedule maintenance and cleaning crews, overtime, and building rentals. Prioritize and schedule emergency calls. Perform preventative maintenance on equipment and building components within area of expertise district wide.
415	Minor Building Maintenance	Check boilers and other equipment. Fix lights, electrical devices, glass, etc. Minor construction. Assist central maintenance with large repairs.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
425	Building Operations - Emergency or Other	Operations not covered by bid and/or not covered by other activity definitions. Perform preventative maintenance on equipment and building components within area of expertise district wide.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
999	Assigned Duties	Perform other duties as assigned.

## Leon County Public Schools Classification Specification

### **General Classification Specification Factors:**

---

<b>Education/Experience:</b>	A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience; and Appropriate certification/license as required.
<b>Supervisory Responsibility:</b>	Yes
<b>Type of Supervision:</b>	Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.
<b>Effective Date:</b>	02/2008, 07/2003