

INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR. 
ASST. SUPT./HUMAN RESOURCES

SUBJECT: JOB DESCRIPTIONS – REFORMATTED/REVISED

DATE: 10/14/14

We are requesting approval of the attached job descriptions:

1. A/C Refrigeration Mechanic I (Reformatted)
2. Carpenter (Revised)

If you have any questions concerning these changes, please call me at 983-5030.

**School District of Santa Rosa County
Job Description**

A/C Refrigeration Mechanic I

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: October 23, 2014	Job Code:
Position #: 85010	Range: 11

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.

Personal characteristics required of all employees, such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists skilled workers in the overhaul and service of heating, air conditioning and refrigeration units;
- Repairs, replaces, adjusts worn or broken parts on condensers, water or vacuum pumps and condensers;
- Tests refrigeration equipment for leaks;
- Repairs and adjusts valves, piping connections, fittings and couplings;
- Assists in removing and installing motors, thermostats and humidistats;
- Adjusts expansion valves, changes belts, replaces gaskets, hinges and hardware;
- Adds gas to refrigeration units as needed;
- Checks gauges and makes inspection for preventive maintenance;
- Performs preventive maintenance on all types of heating, refrigeration and air conditioning equipment;
- Maintains records of repairs and preventive maintenance program;
- Performs related duties as required.

Supervision Received:

Supervisor of Building Maintenance and Maintenance Foreman

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. One year experience in A/C refrigeration; or an equivalent combination of training and experience.

Preferred:

Operation of A/C refrigeration equipment.

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; involves moderate to heavy lifting of over 75 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Carpenter II

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: April 24 October 23, 2014	Job Code: 11010
Position #: 85210	Range: 13

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs general carpentry work in construction, alteration and maintenance of buildings, floors, partitions, doors, windows, screens, wood fixtures and furniture.
- Installs and repairs ceramic tiles;
- Repairs tables, benches and replaces broken window glass;
- Constructs, installs and repairs basic cabinetry;
- Installs and repairs dry wall and plaster finishes and lay-in ceiling systems
- Builds concrete forms on construction sites; Installs windows and doors;
- Lays sub flooring and does sheathing;
- Builds rough wooden structures such as barricades, fences and scaffolds;
- Performs bench work in a carpentry shop, operating power saws, joiners, lathes, planers, boring, sanding and related machines;
- Installs and repairs door hardware, including locks and keys;
- Replaces broken window glass;
- May be required to work after hours and weekends;
- Performs related duties as required.

Supervision Received:

Supervisor of Building Maintenance and Maintenance Foreman

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. Four years experience as a carpenter; or an equivalent combination of training and experience.

Preferred:

Operation of a variety of tools and equipment of the trade.

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires moderate to heavy lifting of over 75 pounds; requires operation of a small truck to reach work sites. Works outside and inside under hazardous working conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.