JOB DESCRIPTION

JOB TITLE: Campus Maintenance Mechanic I

REPORTS TO: Campus Facilities Coordinator, West Campus (Primary)
Plant Manager, East, North and Spring Hill Campuses (Primary)
Director of Plant Operations (Secondary)

BASIC FUNCTION: Perform skilled work in repair and maintenance of buildings, including air conditioning, plumbing, and electrical equipment.

CLASSIFICATION: Managerial and Technical

DUTIES AND RESPONSIBILITIES:

1. Overhauls and services heating, air conditioning and refrigeration units to include, but not limited to: replacing or adjusting worn or broken parts in condensers, compressors, water pumps, and vacuum pumps.

2. Makes repairs to specialized mechanical equipment. Calibrates and adjusts equipment and testing devices.

3. Tests refrigeration equipment to include, but not limited to: replacing or adjusting valves, piping connections, fittings, and couplings. Repairs leaks and add gas to refrigeration units. Reclaims gas as needed. Maintains refrigerant log as required by law.

4. Removes and installs motors and other electrical devices. Adjusts expansion valve, adjust or change belts, replace gasket and hardware. Adjusts or repairs hot water heaters and water coolers. Installs conduit, breakers and wiring to repair electrical systems.

5. Performs trouble-shooting on all types of HVAC and electrical equipment to determine the source of faulty operation. In addition must be able to learn the Tracer Summit computer system within 1 year of employment. Must maintain updates on software and changes in the system.

6. Performs preventive maintenance on all types of HVAC and electrical equipment. Checks gauges, makes inspections, and maintains records of reports and maintenance programs.

7. Coordinates and/or performs regular and preventive maintenance activities on campus to include, but not limited to:
   (a) Inspects and/or changes HVAC filters per Preventative Maintenance Schedules.
   (b) Inspect and adjust or change belts on HVAC equipment per Preventative Maintenance Schedules.
   (c) Lubricate all pumps, motors and bearings per Preventative Maintenance Schedules.
   (d) Inspects all plumbing and coordinates the repairs of water leaks, sewer leaks, or broken fixtures.
   (e) Assist in coordinating contractual work of any type for all buildings.
   (f) Repair or replace interior and exterior light fixtures.
   (g) Inspect and clean condenser and evaporator coils as necessary.
Job Description
Campus Maintenance Mechanic I

8. Adjusts work procedures and/or schedule to meet production needs.
9. Recommends measures to improve efficiency, such as changes in maintenance policies and procedures.
10. Assists in preparing cost estimates on maintenance projects.
11. Requisitions maintenance supplies and materials through the Campus Facilities Coordinator or Plant Manager for North, East, West and Spring Hill Campuses.
12. Performs other duties as may be assigned.

MINIMUM QUALIFICATIONS:

*Educational Requirements:* Standard high school diploma or possession of an acceptable equivalency diploma. Completion of basic HVAC courses and/or field experience and possess an Environmental Protection Agency Universal Certification.

*Experience Requirements:* Three years experience in facilities maintenance or building trades as a commercial HVAC technician with electrical repair knowledge, and/or equivalent combination of education and experience.

*Knowledge/Ability/Skill Requirements:* Ability to climb ladders, operate equipment and work outdoors. Knowledge of the occupational hazards and safety precautions of the trade. Basic knowledge of the practices, methods, materials and tools used in building, air conditioning, electrical, plumbing, carpentry and mechanical trades. Skilled in the use and care of tools, equipment and materials of the HVAC trade. Ability to read blue prints and work from oral or written instructions. Skilled in reading comprehension, writing, and basic mathematics knowledge.

Satisfactory Back X-ray required. Must be able to lift 60 pounds. Must have and maintain valid Florida Driver License and satisfactory driving record.

The position may require a varying work schedule that involves daytime, evening, and/or weekend hours.

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