HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Refrigeration/Air Conditioning Mechanic III

**Job Code:** W4736
**Pay Grade:** WK
**Pay Scale:** $24.81-$46.22 Hourly; $51,604.80-$96,137.60 Annually
**Exempt:** No

## OVERVIEW

Perform highly skilled duties to include installing, maintaining, and repairing various types of refrigeration, air conditioning, and ventilating systems. Work may be performed in an office or inmate populated setting. A valid Universal Refrigerant Transition and Recovery Certification must be obtained during the probationary period.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Install, troubleshoot, and repair all types of refrigeration, air conditioning, and ventilation equipment such as central, wall, and split system air conditioning units; exhaust fans and blowers; walk-in and chest type freezers; ice machines; and water coolers.
- Perform preventative maintenance and repairs as assigned; may schedule the preventative maintenance and repairs.
- Prepare necessary drawings and sketches on an as needed basis.
- Maintain a supply of replacement parts; may research and/or place the requisition for needed supplies.
- Operate refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, welding equipment, and other related tools and equipment.
- May assign, supervise, and inspect the work of lower level workers.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Considerable knowledge of refrigeration, air conditioning, and ventilation operating principles.
- Considerable knowledge of safety requirements.
- Considerable knowledge of the electrical aspects of refrigeration, air conditioning, and ventilation equipment.
- Ability to diagnose heating, ventilation, and air conditioning (HVAC) equipment using laptop computers and hand held devices.
- Ability to troubleshoot and diagnose refrigeration and air conditioning mechanical and electrical problems.
- Ability to climb ladders.
- Ability to work in high places.
- Ability to work in a subtropical climate.
- Ability to prioritize work.
- Ability to read and understand mechanical and electrical diagrams.
- Ability to work effectively with others in an office or jail environment.
- Ability to project a professional image at all times.

## SKILLS

- Mechanical Systems
- HVAC Services
- HVAC Troubleshooting
- HVAC Controls
- Mechanical Equipments
- HVAC Installations
- Mechanical Repairs
- HVAC Repair
- HVAC Systems
- Mechanical Equipment Inspection
- HVAC Equipment
- Mechanical Parts
- HVAC Maintenance

## WORKING CONDITIONS

- Work at various buildings and facilities within a law enforcement agency, including inmate-populated areas.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand or sit at a workstation for prolonged periods, walk long distances, and ascend/descend ladders as needed.
- May engage in very heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 100 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck, golf cart) to perform essential duties.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of experience in the maintenance, repair, and installation of refrigeration, air conditioning, and ventilation equipment.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a refrigeration and air conditioning program from a vocational/ technical school.
- One year of experience in the maintenance, repair, and installation of refrigeration, air conditioning, and ventilation equipment.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.

- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.