

AIR CONDITIONING MECHANIC

DEFINITION

Under general supervision, performs skilled work installing, altering, maintaining and repairing heating, ventilation, air conditioning and refrigeration systems and equipment at City facilities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Chief of Facilities Maintenance.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Air Conditioning Mechanic is a skilled trades class in the Facilities Management Division of the General Services Department. Incumbents perform specialized work inspecting, installing, altering, adjusting and maintaining heating, ventilation, air conditioning and refrigeration systems and equipment at City facilities, and perform major overhauls and repairs to this equipment. Incumbents are expected to provide lead direction when other maintenance personnel assist in the performance of heating, ventilation, air conditioning and refrigeration work.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Inspects and diagnoses, operates, maintains, repairs, installs and performs major overhauls to heating, ventilation, air conditioning and refrigeration systems and equipment, including but not limited to boilers, chillers, air handlers, air purifiers and scrubbers, cooling towers, heat exchangers, mixing boxes, furnaces, hot water heaters, pumps, valves, piping, ducting, control and chemical treatment systems, and similar equipment.

Estimates and submits requisitions for necessary labor, materials and equipment; maintains written and/or computerized records of City heating, ventilation, air conditioning, refrigeration and related equipment.

Adjusts valves, gauges, thermostats, meters and other controls to insure optimum effectiveness.

May be assigned to specify, coordinate and inspect work performed by outside contractors.

May perform various semi-skilled and skilled tasks on plumbing, electrical and pneumatic equipment, carpentry, metal fabrication, doors, locks, painting and general maintenance work.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Theory and operation of major types of heating, ventilation, air conditioning and refrigeration systems and equipment.

Standard tools, methods, practices, materials, and equipment used in the installation, maintenance, and repair of air conditioning and refrigeration systems and equipment.

Plumbing, metal fabrication and electrical repairs related to heating, ventilation, air conditioning and refrigeration systems and equipment.

Occupational hazards and safe working methods.

Skills to:

Use and care for plumbing tools and equipment.

Operate a motor vehicle safely.

Ability to:

Effectively operate, maintain, and repair heating, ventilation, air conditioning and refrigeration systems and equipment.

Properly use the tools, equipment and materials of the trade.

Prepare and present clear and concise oral and written reports, and prepare diagrams.

Lay out work and estimate time, materials, tools and equipment needed.

Follow oral and written instructions and work from plans and specifications.

Maintain detailed maintenance and repair records.

Learn to operate computer based building automation, energy management, and record keeping systems.

Ability to establish and maintain effective working relationships with representatives of community organizations, City management staff, and the public.

MINIMUM QUALIFICATIONS

Experience:

Completion of a state recognized accredited air conditioning/refrigeration mechanic apprenticeship program and one year of journey-level experience maintaining and repairing commercial and/or industrial refrigeration, heating and related equipment, or a combination of education and/or additional work experience in this trade will be substituted for the apprenticeship program on a year-for-year basis.

Special Requirements:

Possess and maintain a valid "Universal" technician certificate issued by a United States Environmental Protection Agency (EPA) approved certification program, as required by Section 608 of the Federal Clean Air Act, at time of application and maintain a valid certificate for the entire term of employment in this class.

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____

TB:JC:ar:3/13/09