

**CLASS SPECIFICATION**

1/13/2022

AIR CONDITIONING MECHANIC, 3774

Summary of Duties: An Air Conditioning Mechanic installs, modifies, maintains, and repairs air-conditioning, refrigeration, heating, ventilating, and related equipment including control systems which may utilize electric, electronic, pneumatic or direct digital controls.

Class Characteristics: An Air Conditioning Mechanic specializes in the maintenance and repair of refrigeration and air-conditioning facilities. An employee of this class spends most of the time working at the journey level, and supervisory responsibility is normally limited to the supervision of one helper. An employee of this class receives assignments in the form of blueprints, diagrams, working drawings, and sketches amplified by oral or written instructions.

Example of Duties:

- Installs, operates, maintains, and repairs refrigeration, water cooling, ventilating, and air-conditioning equipment, such as freezers, cold storage lockers and related facilities;
- Overhauls, modifies, and replaces parts and units such as compressors, expansion devices, evaporators, and piping;
- Repairs leaks in, and installs, repairs, or replaces fixtures and parts in water cooling systems;
- Checks and follows up water test analysis in boiler water and condensing water systems;
- Inspects refrigeration and air-conditioning equipment for proper operation;
- Checks and logs operating conditions of all equipment;
- Diagnoses failures and examines, by observation and the use of test equipment, irregularities and defects in such equipment;
- Adjusts temperature regulating valves and thermostatic control equipment;
- Tests compressor pressures, relief and safety valves, defrosters, bellows, and regulatory valves;
- Tests for leaks, determines level of refrigerant, and replenishes it as required;
- Makes cost estimates;
- Prepares requisitions for materials, supplies, tools, and replacement parts;
- Maintains records of equipment serviced and repaired;
- Prepares reports on work performed and materials used;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Completion of a recognized apprenticeship as a refrigeration and air conditioning fitter; or
2. Six years of full-time paid experience installing, modifying, maintaining, and repairing air conditioning, refrigeration, heating, ventilating, and related equipment.

Completion of 12 semester or 18 quarter units in Air Conditioning Technology, Refrigeration and Air Conditioning Mechanics or Air Conditioning and Refrigeration Technology from a recognized college or trade school may be substituted for each year of the experience lacking specified in Requirement #2, up to a maximum of two years.

License: A valid California driver's license and a valid Universal EPA Section 608 Certification is required.

Physical Requirements: Strength to perform lifting up to 70 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.