

City of San José
CLASS SPECIFICATION

Title: Air Conditioning Mechanic (3162)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-Exempt

CLASS SUMMARY

Under general supervision, performs technical work in the installation, operation, adjustment, troubleshooting, and maintenance of heating, ventilating, refrigeration/cooling systems, and auxiliary equipment. Makes repairs and adjustments to associated equipment, such as compressors, pumps, ventilating fans, burners, boilers and air conditioning control systems. Maintains operating logs and related records. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the Air Conditioning Mechanic classification series responsible for performing the full range of duties in the installation, operation, adjustment, troubleshooting, and maintenance of heating, ventilating, refrigerating and cooling systems and auxiliary equipment. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Air Conditioning Mechanic in that the latter performs the most complex work assigned to the series, including serving as a lead worker over assigned staff.

Depending on the work group, assignment will be made to any shift needed for an around-the-clock operation. Incumbents must be available for work on Saturdays, Sundays and holidays.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of certificate program in HVAC from an accredited college or university AND three (3) years of increasingly responsible experience in the operation, repair, and maintenance of heating, ventilating, refrigeration, and cooling systems which are common to large buildings.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license.
- Possession of a Universal Certification for Chlorofluorocarbon (CFC) Refrigerants from the Environmental Protection Agency.
- As a condition of employment in some designated positions, possession of a valid State of California Class A or B driver's license with applicable endorsements may be required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

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- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Inspects, adjusts, repairs, replaces, and performs preventative maintenance of heating, cooling, air-conditioning, and ventilating equipment and controls.	Daily/Several Times
2.	Repairs packaged A/C units, furnaces, combination units, heating units, and ventilating fans.	Daily
3.	Makes repairs and adjustments to associated equipment, such as compressors, pumps, ventilating fans, burners, boilers, and air conditioning control systems.	Daily
4.	Checks v-belts, lubricates fan bearings, replaces air filters, and purified media on air handlers.	Daily
5.	Takes and records all temperatures and pressures throughout the system; purges air from the machines; checks condenser coils for fouling; measures specific gravity of solution and refrigerant; checks all operational and safety controls on chillers.	Daily
6.	Monitors and adjusts sites via intranet. Uses several Building Automation Systems to monitor, adjust and control overall building HVAC comfort and demands. Includes functional testing of varied HVAC equipment and subparts, testing and resetting alarms.	Daily
7.	Responds to calls for emergency repair service.	Daily
8.	May provide lead direction to any assigned helpers.	Daily

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9.	Maintains time clocks, thermostats, and other controls requiring the ability to program digital thermostats, digital time clocks and digital variable frequency drives. Performs major repairs on integrated building temperature control panels.	Daily
10.	Inspects, operates, and repairs low pressure boiler systems and related heating equipment.	Daily
11.	Maintains and repairs water softeners.	Daily
12.	Maintains operating logs and related records.	Daily
13.	Performs routine testing and maintenance of water treatment systems common to cooling towers and boilers.	Weekly
14.	Replaces sub-assembly units in small and large heating, ventilating, and cooling systems.	Weekly
15.	Cleans firesides; checks operational and safety cut-out controls; conducts air/fuel ratio tests; and conducts complete check of the boiler burner assembly and flame safeguard elements.	Weekly
16.	Cleans condenser coils; checks all operational and safety controls; checks suction and discharges pressure; checks for refrigerant leaks; silver solders or silver brazes all breaks; and evacuates and recharges system on air conditioning and condensing unit.	Weekly
17.	Periodically disassembles and overhauls large centrifugal and reciprocating refrigeration compressors, absorption chillers, and related equipment.	Intermittent
18.	Maintains cooling towers and sump basins as well as filtration systems.	Intermittent
19.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;

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- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY *Created 5/90, Rev. 12/84, Rev. 6/86, Rev. 4/92, Rev. 7/97, Rev. 06/17, Rev. 09/17; s003*