

**Job Summary:**

The job of Air Conditioning/HVAC Mechanic is done for the purpose of repairing and installing refrigeration and heating equipment and to direct a preventive maintenance program involving the repair and installation of refrigeration and heating equipment under the direction of the Director of Maintenance and Operations.

**Essential Functions:**

- Perform general periodic maintenance work on air conditioning systems.
- Install new equipment.
- Remove and overhaul system components.
- Troubleshoot mechanical and absorption refrigeration units.
- Replace or repair compressors, thermostats, and solenoid valves.
- Perform leak tests and repair leaks.
- Use work order service request system.
- Add refrigerants.
- Lubricate air handler and fan motors.
- Clean air filters, condensers, and evaporators.
- Install motor bearing, wires for switch installations.
- Install new heating units.
- Troubleshoot heating problems.
- Change thermocouples and pressure regulators.
- Clean orifices, adjust controls, thermostats, limit and fan switches.
- Repair and install refrigeration units and systems in compliance with current clean air statutes and regulations.
- Repair water heaters and perform boiler maintenance work.
- Service circulating and deep well pumps.
- Install new wire circuits and replace switches, relays and breakers.
- Perform a variety of repair work on mechanical apparatuses and appliances.
- Operate power equipment.
- Maintain service records and fulfill warranty requirements.
- Assist and instruct maintenance workers.
- Perform related duties as assigned.

**Skills, Knowledge and/or Abilities Required:**

- **Knowledge of:**
  - Cooling and heating systems including absorption air conditioners;
  - Operating conditions of high and low pressure boilers and auxiliary equipment;
  - Boiler operation/repair regulations;
  - Repair tools, equipment and procedures for heating and cooling systems;
  - Sizes of pipe fittings and electrical wire;
  - Current regulations regarding use and recharging of refrigerants;
  - Pneumatics systems;
- **Skills/Ability to:**
  - Make service calls, diagnose and locate area of equipment failure and make repairs;
  - Read and understand electrical circuits, schematics, diagrams, operating and installation manuals;
  - Use welding, brazing, soldering equipment appropriate hand tools, testing equipment such as volt and amp meters, dial indicators and air conditioning charging gauges;
  - Plan work schedules and coordinate work with other departments;
  - Adjust to changes in workloads and deadlines;
  - Maintain cooperative working relationship with co-workers and other departmental personnel;
  - Make written reports and keep accurate and complete records in an electronic format;
  - Demonstrate skills in the assigned trades;
  - Effectively troubleshoot and repair HVAC/R problems.
  - Make emergency, temporary, and permanent repairs on a variety of HVAC/R systems.
  - Be on-call, including nights and weekends, for emergency repair situations.

**Education and Experience Required:**

- Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:
  - **Education** – Equivalent to the completion of the twelfth grade preferably supplemented by training in heating and refrigeration systems.
  - **Experience** – Six years of increasingly responsible experience in the repair and installation of a variety of air condition and heating equipment.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Possession of EPA refrigerant license sufficient to perform their job duties as listed above.

**FLSA Status:** Non-Exempt

**June 2015**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.