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.
  - 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.