DEFINITION
Under direction, to perform a variety of skilled maintenance and repair work on air conditioners, refrigerators, freezers, walk-in boxes, boilers, circulation pumps, absorption units, cooling towers, furnaces and other related equipment and systems.

SUPERVISION EXERCISED
May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Perform a full range of skilled mechanical maintenance work involved in the installation, repair and alteration of air conditioners, refrigerators, freezers, walk-in boxes, boilers, circulation pumps, absorption units, cooling towers, furnaces and other related equipment and systems.
- Repair and maintain air conditioning units; inspect, diagnose and troubleshoot equipment, including compressors, cooling towers, motors, belts, dampers, various controls, pumps and condensers; repair, install, clean and replace compressors and parts, including gauges, motors, belts, fuses and purge hoses; solder, rewire and modify systems; check water condition and level.
- Repair and maintain refrigerators, freezers and walk-in boxes; inspect, diagnose and troubleshoot equipment, including time clocks, air circulation fans, defrost components, condensing units, evaporators and expansion valves.
- Repair and maintain boilers; inspect, diagnose and troubleshoot equipment, including time clocks, RA 890 protective devices, relays, contractor and ignition transformers, pumps, couplings, pilot lights, heating coils, steam traps, radiator valves and main gas valves for proper boiler operation; check water level and temperatures.
- Repair and maintain furnaces; inspect, diagnose and troubleshoot equipment, including time clocks, motors, ignitions, power to main gas valves, pilot valves and control circuits for proper furnace operation.
- Receive work orders; confer with supervisors and building administrators to determine work priorities; confer with originators regarding desired finished product; determine exact specifications of work requested; estimate supplies, materials and costs of repair projects; requisition necessary materials, parts, supplies, tools and equipment.
- Read and interpret blueprints and schematics.
- Maintain records of work performed; maintain records and inventory of materials, supplies, tools and equipment; prepare and submit reports.
- Operate heavy equipment when required; operate light trucks, trailers or other equipment to move, haul and deliver materials, equipment and maintenance supplies; load and unload materials and equipment.
- Operate a variety of hand and power tools and equipment necessary in the performance of assigned duties, including refrigerant recovery equipment, vacuum pump, voltmeter, ohm meter, manifold gauge, water treatment kit, gas welding and soldering equipment and acid pump.
- Clean work areas at sites and at shop; clean and maintain tools and other equipment.
- Follow preventative maintenance schedules where appropriate.
- Check buildings and equipment to locate needed repairs and maintenance; report unsafe conditions to supervisors.
- Operate computerized energy management systems; set time schedules, heat/cool settings and pump operation with computer.
- Perform related duties and responsibilities as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
- Practices, methods, techniques, materials, tools and equipment used in the air conditioning and heating maintenance and repair trade at the journey level.
- Laws, codes and regulations pertaining to assigned area.
- Occupational hazards and standard safety practices necessary in the area of maintenance and repair work.
- Terminology used in maintenance and repair work.
- Basic mathematical principles.
- Safe driving principles and practices.
- Computerized energy management programs.

Skill to:
- Operate a wide variety of hand and power tools and power equipment required for assigned trades work in a safe and effective manner.
- Operate a motor vehicle safely.
- Operate and make changes to energy management systems, using a computer.

Ability to:
- Perform a full range of skilled air conditioning, heating and related maintenance and repair duties under minimal supervision.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Maintain and repair building systems.
- Perform freon recovery and reclamation.
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics.
- Evaluate new products and recommend usage.
- Estimate time, materials and equipment required for assigned jobs.
- Plan and organize work to meet schedules and deadlines.
- Operate and make changes to energy management systems using a computer.
- Prepare and maintain accurate and complete records.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

Experience:
- Four years of air conditioning, heating and related building maintenance trades experience.
- Must be at least 21 years of age.

Training:
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance supplemented by completion of a formal apprenticeship program.

License or Certificate:
- Possess an appropriate, valid driver's license.
- Ability to obtain Refrigerant Handling and Freon Recovery certification.

Special Requirements:
*Essential duties require the following physical skills and work environment:*
- Please refer to the Job Analysis