

City of San Jose

SENIOR AIR CONDITIONING MECHANIC (3163)

CLASS PURPOSE

Under general supervision, supervises Air Conditioning Mechanics, and performs work of moderate difficulty in the installation, operation, adjustment, troubleshooting, and maintenance of heating, ventilation, refrigerating and cooling (HVAC) systems and auxiliary equipment. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plan, assign, and supervise work of subordinate personnel engaged in the operation, maintenance, and repair of mechanical equipment in City buildings.

Make periodic inspections of all stationary building equipment, diagnose malfunctions, supervise services by subordinate personnel and insure compliance with preventive maintenance schedules.

Supervise and participate in major overhaul work involving low pressure boilers, chillers, packaged A/C units, combination units, furnaces, heating units and large ventilation fans.

Estimate necessary repair work, requisition supplies, materials and parts. Supervise emergency repair work.

Maintain cooperative relations with building occupants, receive complaints, and make adjustments, when appropriate.

Ensure that equipment rooms and adjoining areas are kept clean and orderly. Prepare reports and keep records.

Take and record all temperatures and pressures throughout the system, purge air from the machines, check condenser coils for fouling, measure specific gravity of solution and refrigerant, check all operational and safety controls on chillers.

Reconfigure computer control strategy for building heating, ventilation, and air conditioning systems.

DISTINGUISHING CHARACTERISTICS

This is the senior level in the Air Conditioning series. Incumbents in this class supervise Air Conditioning Mechanics and perform the more difficult installation, operation, adjustment, troubleshooting, and maintenance of heating, ventilating, refrigerating and cooling systems and auxiliary equipment. This class differs from the lower class of Air Conditioning Mechanic in that incumbents of the latter perform HVAC work under the general supervision of a Senior Air Conditioning Mechanic.

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QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of low pressure boilers.

Knowledge of the installation, operation, maintenance and repair of a wide variety of pumping, heating, refrigeration, ventilating and cooling systems and related equipment normally found in larger offices of public buildings.

Knowledge of automatic air conditioning controls.

Knowledge of fundamentals of air distribution.

Knowledge of safety codes and regulations as it pertains to air conditioning trade.

Knowledge of various building trade skills required in building maintenance work.

Knowledge of supervision principles and practices.

Knowledge of computerized HVAC systems.

Ability to supervise the maintenance, repair and overhaul of large and small stationary equipment and related fixtures.

Ability to diagnose operating difficulties and take appropriate corrective action.

Ability to read and interpret plans, drawings and specifications.

Ability to estimate the cost of material and labor involved in making repairs.

Ability to plan and supervise preventative maintenance schedule.

Ability to deal tactfully with others.

Competency Knowledges, Skills and Abilities

Knowledge of requisitioning, procedure and ability to requisition supplies, parts and equipment.

Ability to supervise, assign work, plan a group of air conditioning mechanics and to assign helpers.

Ability to oversee and inspect the work of contractors.

Ability to set, adjust, and repair automatic air conditioning controls.

Ability to estimate repair work.

Ability to operate computerized HVAC systems.

Training and Experience

Any combination of training and experience equivalent to completion of high school and four (4) years of progressively responsible experience in the operations, repair and maintenance of heating, ventilating, refrigeration and cooling systems which are common to large buildings.

(Formerly Senior Heating and Refrigeration Mechanic)

*R. J. Smith 10/95*  
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