

DUTIES DESCRIPTION RECORD

DDR. 45-37000

Department Position Title	REFRIGERATION, HEATING AND AIR CONDITIONING MECHANIC	Position Grade	31* N
System	WATER	Position Code	6.34
Division	GENERAL SERVICES	Number of Positions	

Summary Duties

Inspects, tests, maintains, adjusts, repairs, modifies, overhauls, replaces, installs and operates air conditioning, refrigeration and water heating systems; and performs related duties.

Illustrative Duties

Inspects, tests, maintains, adjusts, repairs, modifies, overhauls, replaces, installs and operates heating, ventilating, air conditioning, refrigerating and water heating, cooling and conditioning equipment, machinery and related appurtenances, including: electrical, electronic, pneumatic, hydraulic and mechanical controls and control equipment, both local and remote; air ducts; defrosters; bellows; evaporators; switches; relays; filters; tubing; wiring; piping; motors; pumps; fans; valves; and operating, safety, indicating, relief, recording, monitoring and warning equipment and devices; welds, solders and brazes various metals; occasionally machines replacement parts; and monitors and operates other building system controls.

Observes and records operation and condition of equipment and controls; analyzes and corrects irregularities detected or notifies supervisor of major problems; maintains proper oil and refrigerant levels, chemical balance, water pressures, air flow, combustion and operating conditions.

Makes verbal and written reports of repair, modification or replacement needs and recommends, to supervisor, best method of accomplishing desired objectives; requisitions materials, tools and equipment; and prepares time and work reports.