

DUTIES DESCRIPTION RECORD

DDR. 45-37140

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

Summary Duties

Installs, repairs, and maintains air conditioning equipment in Department buildings and facilities; maintains periodic inspection and adjusts and replaces parts to maintain proper operation; prepares cost estimates of additions to installations and replacements of equipment; requests materials and supplies, prepares time and work records and reports; and performs related duties.

Illustrative Duties

Installs, repairs and maintains air conditioning and refrigerating equipment including heating, ventilating, water heating and cooling and food refrigerating equipment; installs, modifies and overhauls mechanical features of air conditioning and refrigerating equipment including items such as tubing, control wiring, air ducts, water piping, valves, fans and similar parts; adjusts, regulates and replaces temperature valves, thermostatic and electrical controls and related parts, air pressure controls, relief and safety valves, defrosters, bellows, evaporators and fans.

Maintains schedules for inspection and maintenance of heating, refrigerating and ventilating equipment, testing and adjusting for proper operation, condition of refrigerants, for proper pressures on water heaters and boilers, and ventilating equipment for operation of dampers, flues, fans and other parts; performs related mechanical and electrical repair and maintenance work; maintains records and reports on condition of equipment and repairs and replacements made; makes cost estimates on repair and replacement of parts, orders tools and supplies and keeps time and work records and prepares reports.