

DUTIES DESCRIPTION RECORD

DEPARTMENT
TITLE AIR CONDITIONING MECHANIC WORKING FOREMAN DDR 93-37000

CLASS 3774 CLASS TITLE AIR CONDITIONING MECHANIC

Summary Duties

Assigns, reviews and participates in inspecting, testing, maintaining, adjusting, repairing, modifying, overhauling, replacing, installing and operating air conditioning, refrigeration and water heating systems; diagnoses trouble; assigns, reviews and participates in requisitioning and record keeping; may relieve supervisor; and performs related duties.

Illustrative Duties

Assigns, reviews and participates in inspecting, testing, maintaining, adjusting, repairing, modifying, overhauling, replacing, installing and operating 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.

Assigns, reviews and participates in observation and maintenance of proper oil and refrigerant levels, chemical balance, water pressures, air flow and combustion and operation and condition of equipment and controls, and diagnosing trouble and taking corrective action.

Reviews and approves requests for materials, tools and equipment and prepares and submits necessary documents; assigns, reviews and participates in preparation of operating and maintenance logs, records and other documents and reviews them for accuracy and completeness and to ascertain maintenance needs; reviews subordinates work reports and prepares and submits time records; submits verbal and written reports to supervisor and makes recommendations regarding operating and maintenance problems; as assigned, may relieve supervisor in his absence.