

## DUTIES DESCRIPTION RECORD

DEPARTMENT \_\_\_\_\_

TITLE AIR CONDITIONING MECHANIC SUPERVISOR DDR 93-37002

CLASS \_\_\_\_\_

CODE 3781 CLASS TITLE AIR CONDITIONING MECHANIC SUPERVISOR

### Summary Duties

Supervises employees engaged in the operation, maintenance, repair, and installation of the air conditioning, heating, ventilating and refrigeration systems and equipment in the General Office Building; recommends repairs or modifications to existing systems or equipment or installation of new equipment; prepares cost estimates to repair, modify or install equipment; prepares, maintains and monitors preventative maintenance schedules and safety programs; coordinates activities of air conditioning repair section with other sections; relieves supervisor in his absence; and performs related duties.

### Illustrative Duties

Supervises employees engaged in the operation, maintenance, repair, overhaul and installation of air conditioning, heating, ventilating and refrigeration systems, including auxiliary equipment such as pumps, fans, filters, compressors, condensers, air cleaners, cooling towers and related control systems in the General Office Building; inspects air conditioning, heating, ventilating and refrigeration systems to determine required maintenance and to diagnose required repairs; develops and directs preventative maintenance programs and schedules; approves requisitions for parts, supplies, materials, tools and equipment.

Prepares estimates of time, material, and labor costs to properly maintain, modify existing, or install new air conditioning, heating, ventilating and refrigeration equipment; plans and schedules repairs and major overhauls of systems and equipment; coordinates repairs and installations with other maintenance and service units; prepares rough drawings for guidance of subordinates, prepares reports of operations and logs for management; maintains records of work performed, materials used and costs incurred; conducts studies and makes recommendations as to replacement or repair of equipment; contacts vendors to review bids, obtain information and to monitor work performance; insures employees compliance with Departmental safety program; relieves supervisor in his absence.