I. **Position Title**
Air Conditioning and Refrigeration Mechanic II

II. **Position Description**
Under general supervision, to perform skilled work in the installation, repair, maintenance and service of heating, air conditioning and refrigeration systems of all types; as assigned, to assist other tradesmen by performing unskilled and semi-skilled duties in other maintenance trades areas; and to perform related work may be required.

A major portion of the time of positions in this class is spent in performing skilled work in the area of air conditioning, refrigeration, heating and boiler repair and maintenance. Incumbents are expected to carry out a wide range of general maintenance work outside this area. As assigned, positions are expected to perform tasks in other maintenance trades at an unskilled or semi-skilled level as a helper or independently.

III. **Example of Duties/Responsibilities**

A. Maintains, makes repairs and replacements on all types of heating, air conditioning and refrigeration systems and equipment -E

B. Repairs or replaces electrical components in air conditioning and refrigeration systems, such as boilers, forced air convector units, water conditioning compressor units, forced air heating units, and heat pumps -E

C. Trouble shoot electrical control circuits -E

D. Inspect, replace or repair compressors, pneumatic controllers and air handling units in air conditioning and heating systems -E

E. Inspect, repair or replace electrical motors -E

F. Replace valves, fans, motors, gaskets, filters, and belts -E

G. Checks and adds oil, water and refrigerants -E

H. Uses various testing devices to locate inoperative parts -E

I. Repairs, adjusts and installs various electric, electronic and pneumatic switches, gauges, thermostats, valves, tubing, bearings, seals, gaskets, pressure and micro switches, and other parts as necessary -E

J. Makes pipe connections and electrical repairs -E

K. Installs air conditioning and heating duct work -E

L. Modifies, and fabricates ducts and attaches to new systems -E

M. Performs arc and acetylene welding and sil floss or silver solder various dissimilar metals when used in air conditioning and heating systems -E

N. Inspects boilers, furnaces, and pumps for compliance with codes, regulations, and safety orders -E

O. Works from verbal instructions, technical manuals, electrical blueprints, sketches and work orders -E

P. Plans and lays out assigned tasks

Q. Keeps time, labor and material records -E

R. Orders parts and supplies

S. Assists in other maintenance areas by performing skilled, semi-skilled and unskilled duties
T. May direct the work of helpers
U. Maintains gas, oil and water in assigned vehicles -E
V. Retrieve and process work orders by computer with District assigned software - E
W. Operate computers and assign software to centrally control various HVAC Systems throughout the District - E
X. Collaborate with outside contractors, consultants and architects when needed
Y. Conduct indoor air quality investigations as needed - E
Z. Performs related duties may be required

(E) Essential

IV. Minimum Qualifications

Knowledge of:
• Standard practices, materials, and methods of the refrigeration and heating repair trade
• Methods, materials and equipment used in the maintenance and repair of air conditioners, refrigeration and heating systems
• Applicable codes, regulations, and safety orders
• Hand and power tools used in the trade
• Chemicals and methods used in the treatment of water for use in boilers and air conditioners
• Proper safety precaution and procedures
• Structure and content of the English language including meaning and spelling of words
• Principles of providing customer service and the ability to evaluate customer service
• Variable speed motors and controls
• Digital Direct Controls

Ability to:
• Perform skilled refrigeration and heating work
• Perform and/or learn to perform a wide range of general maintenance and repair work outside of this trade
• Work from wiring diagrams, electrical blueprints, plans and specifications
• Plan and lay out work including estimating labor and material costs
• Read and interpret technical manuals related to repair and installation of refrigeration and heating systems
• Maintain simple records
• Operate assigned vehicles, observing legal and defensive driving practices
• Perform shop math
• Understand and carry out oral and written directions
• Establish and maintain effective working relationships
• Operate industry standard equipment
• Wear required fire retardant personal protective equipment/clothing
Education and Experience
- Education: Graduation from High School or equivalent
- Experience: Three (3) year of journeyman level experience as a refrigeration and heating mechanic or two (2) years of experience as a maintenance worker in Moreno Valley Unified School District the skill or in an area in which the incumbent has acquired competence in this trade.

License
- Possession of a valid and appropriate California Driver’s License
- Hilti gun license may be required (powder actuated tool)
- Must possess and maintain a valid Refrigeration Transition Recovery Usage Certificate (EPA 608 Universal Certification)

Working Conditions

Environment
- Noise
- Indoor/outdoor environment
- Subject to driving a vehicle from site to site to conduct work
- Exposure to adverse weather conditions

Physical Abilities
- Strength: Heavy work - lifting, carrying, pushing and/or pulling up to approximately 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds
- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- Reaching overhead, above the shoulders and horizontally
- Bending, twisting at the waist
- Squatting, kneeling, crawling, stooping and lying on back
- Gripping/grasping power tools and equipment
- Visual acuity to observe and perform repairs and read manuals
- Standing and walking for extended periods of time
- Walking over rough and uneven surfaces
- Climbing on step stools or step ladders / scaffolding and ladders
- Ability to use foot controls
- Must be able to ascend and descend ladders, stairs, scaffolding, ramps, etc., one or more stories above ground
- Must be able to stoop, kneel, crouch and crawl through ceilings, under floors and similar spaces
- Must work in inclement weather and other adverse conditions
- Must be able to drive various vehicles to District sites
Hazards

- Work in confined spaces
- Work at various heights
- Work with machinery with moving parts
- Exposure to fumes, chemicals, dust
- Extreme heat
- Proper handling of hazardous waste
- Exposure to possible arc flash
- Exposure to live electrical voltage

Updated/Revised:
Negotiations: 04/23/2002
Board Approved: 02/27/2007
Negotiations: 11/16/2018
Board Approved: 03/05/2019