MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title

Air Conditioning and Refrigeration Mechanic III (Lead)

Salary Range 28

II. Position Description

Under general supervision, to plan, organize and coordinate the work in the specialized field of maintenance heating, air conditioning and refrigeration systems of all types for the maintenance department; to act as a working lead person; to perform skilled trades work in air conditioning, heating, and refrigeration maintenance; and to perform related work as may be required.

A single position class to which the incumbent is assigned a working lead role over assigned workers. While a major portion of the time of a position in this class is spent in performing skilled air conditioning and refrigeration mechanic work, an incumbent may also be expected to carry out a wide range of other assigned maintenance work outside of electrical work. When licenses are required, an incumbent must be able to pass any necessary examinations.

III. Example of Duties/Responsibilities

A. Schedules work in cooperation with other maintenance sections and personnel -E
B. Distributes work assignments to assigned personnel -E
C. Inspects work in progress and upon completion sees that work is performed in compliance with instructions and meets appropriate quality standards -E
D. Trains, guides, checks, evaluates and corrects the work of assigned workers -E
E. Inspects, repairs, maintains, and services a variety of air conditioning equipment -E
F. Inspect, repair or replace valves, fans, motors, gaskets, filters and belts -E
G. Checks and adds oil, refrigerants and water -E
H. Uses various testing devices to locate inoperative parts
I. Adjusts and installs various electric, electronic, and pneumatic switches, gauges, thermostats, valves, tubing, bearings, seals, pressure and micro switches and other parts as necessary -E
J. Makes pipe connections and electrical repairs -E
K. Cleans and repairs condenser shells -E
L. Performs arc and acetylene welding -E
M. Maintains and repairs boilers, water pumps, steam cookers and steam cleavers -E
N. Adjusts, repairs, and maintains manual and electrical controls and valves on boilers, furnaces and pumps -E
O. Performs skilled pipe and steam fitting duties -E
P. Inspects boilers and furnaces for compliance with codes, regulations, and safety orders -E
Q. Inspects and repairs cooling towers, pumps, motors, tests water and chemicals, changes compressors, evaporator motors, condenser motors, relay timers, safety switches and thermostats -E
R. Repairs and inspects circulating pumps, heat exchangers, pneumatic controls, water valves and water flow switches -E
S. Inspects, maintains, cleans, replaces and repairs kitchen equipment such as french fryers, stoves, garbage disposals, ice machines, walk-in freezers, refrigerators, hot water heaters and dishwashers –E
T. Inspects back flow devices
U. Estimates time and materials for specific jobs -E
V. Keeps records and makes reports –E
W. Orders parts and supplies -E
X. Assists in other maintenance areas by performing skilled, semi-skilled and unskilled duties
Y. Maintains gas, oil and water in assigned vehicles -E
Z. Air quality testing using District provided equipment –E
AA. Performs related duties as may be required

(E) Essential

IV. Minimum Qualifications

Knowledge of:
• Standard practices of the refrigeration, heating and boiler repair trade
• The methods, materials, and equipment used in the maintenance and repair of air conditioners, heaters, refrigeration systems and boilers
• Applicable codes, regulations, and safety orders
• Hand and power tools and equipment used in the trade
• Chemicals and methods used in the treatment of water for use in boilers and air conditioners
• Appropriate safety precautions and procedures
• Basic techniques of supervision

Ability to:
• Perform highly skilled work in the refrigeration, heating, and boiler repair trade
• Use tools and equipment in making repairs skillfully
• Plan and lay out work including estimating labor and material costs
• Work from wiring diagrams, blueprints, plans and specifications
• Maintain routine records
• Read and interpret technical manuals related to this field
• Operate appropriate vehicles observing legal and defensive driving practices
• Perform shop math
• Understand and carry out oral and written directions
• Establish and maintain effective working relationships

Education and Experience
• Education: Graduation from High School or equivalent.
• Experience: Five (5) years’ experience as a skilled refrigeration, heating, air conditioning and boiler mechanic with increasing responsibility or three (3) years of experience in this skill area in the Moreno Valley Unified School District or in an area in which the incumbent has acquired competence at a skilled level in this trade.

License
• Possession of a valid California Driver’s License
• May be required to hold a Hilti gun license (powder actuated tool)
• Possess a valid 608 EPA Certification

Working Conditions

Environment
• Noise
• Indoor and outdoor environment
• Subject to driving a vehicle from site to site to conduct work
• Exposure to adverse weather conditions
Physical Abilities

- Physical Demands: 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 a variety of specialized equipment and tools
- Reaching overhead, above the shoulders and horizontally
- Bending and twisting at the waist
- Squatting, kneeling, crawling, stooping and lying on back
- Grip and grasp power tools and equipment
- Hearing and speaking to exchange information
- Visual acuity to observe and perform repairs and read manuals
- Climbing on step stools or step ladders / scaffolding and ladders
- Standing and walking for extended periods of time
- Walking over rough or uneven surfaces
- Ability to use foot controls
- Pushing, pulling

Hazards

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

Updated/Revised:
CSEA Negotiations: 04/23/2002
Revised: 11/09/2007
CSEA Negotiations: 11/16/2018
Board Approved: 03/05/2019