Air Conditioning Mechanic Assistant

Job Code 00007028

General Description
Responsible for changing filters and performing preventative maintenance to campus air conditioning systems.

Examples of Duties
Change filters in air conditioning units.
Put tablets in drain pans to prevent algae growth.
Oil fan motors on small fan and coil units.
Clean equipment rooms and empty trash cans.
Assist with delivering water treatment chemicals to different buildings.
Cut and gather filters for buildings to be changed.
Sort and stack filters.
Remove and deliver window units and move machines from buildings.
Assist crew supervisor in keeping filter change schedule.
Request that more filter media be ordered.
Shut off air conditioning units before servicing.
Operate university vehicle.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: basic mechanics; location of filters in the units; chemical transport safety guidelines.

Skill in: basic use of hand tools and cutting equipment.

Ability to: read and complete labor logs, work orders, time sheets, and mileage logs; perform math sufficient to complete labor logs, work orders, time sheets, and mileage books; interact courteously with co-workers, students, and faculty; maintain files.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Must possess Texas Class “C” Driver’s License and maintain eligibility to drive a university vehicle pursuant to the University’s Driver Selection Policy.

Revised 11-10-10