Head Air Conditioning Mechanic

Job Code 00007073

General Description
Responsible for maintenance and efficient operation of A/C systems.

Examples of Duties
Check air conditioning, heating, and refrigeration equipment in buildings.
Perform preventative maintenance on all equipment in buildings.
Troubleshoot and repair pneumatic, electrical, electronic controls and DDC and variable frequency drives.
Operate refrigerant recovery equipment.
Repair and maintain air handlers, air compressors, refrigeration equipment, cooling towers, and ice machines.
Overhaul and inspect chillers.
Gather samples of water from cooling towers and closed loop systems for testing.
Install new equipment, duct work, pipe work, and insulation as needed.
Balance air flow and water flow.
Request that parts be ordered.
Replace or repair electric motors.
Complete work orders and log sheets.
Plan and schedule work assignments, train, and monitor the work of air conditioning mechanics.
Operate university vehicle.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Electrical circuits; pneumatic controls; basic refrigerant cycle; pumps; absorption and centrifugal chillers; direct digital controls; computer systems related to equipment repaired and maintained.

Skill in: Welding, cutting, and soldering to make repairs to systems; installing systems.

Ability to: Read manuals, work orders, instructions, and blue prints; complete daily work orders and fill out log sheets and ordering parts; calibrate controls; perform duct calculations, air and water flow calculations, and weight and measurements for refrigerant; interact courteously with often hostile members of the public; direct the work of others; train others; work as team member; handle emergencies in a professional manner; operate an university vehicle.

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. Revised: 11-10-10
Other Requirements
Must possess EPA refrigerant/recovery certificate. 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 09/20/2012