

Crew Supervisor, A/C Mechanic

Job Code 00007048

General Description

Responsible for supervising an air conditioning mechanic crew to ensure that air conditioning, refrigeration, and related systems are operating safely and efficiently.

Examples of Duties

Assign and prioritize work orders for A/C Mechanics.
Order parts for repairs; assist warehouse staff with identifying correct parts.
Identify problems with equipment that cannot be identified by A/C Mechanics.
Supervise and oversee the work of staff.
Inspect work in progress to ensure quality of service.
Schedule outside contractors working on A/C equipment.
Design new A/C systems or modify existing systems to meet customer needs.
Keep accurate records of employee time by checking labor logs, timesheets, vacation, and sick leave reports.
Maintain training on new equipment and technology.
Interview and hire new employees. Investigate new products or technology.
Monitor system operation by checking on automated systems or inspecting.
Schedule preventative and minor maintenance.
Schedule staff for on-call and emergency calls.
Review submittals and blueprints for new construction and make recommendations.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: Pneumatic, electronic, mechanical, and electrical control systems; air conditioning units and systems & refrigeration equipment; centrifugal pumps and related piping systems; water treatment testing procedures and associated equipment; lubricants, cleaners, and related chemicals; duct systems, terminal units, valve boxes, and related equipment; applicable laws and codes; automated energy management systems; and all buildings and mechanical systems on campus.

Skill in: taking phone messages; creating letters, reports, and memos; interact courteously with the public; prioritizing workload.

Ability to: Read and understand complex schematics, blue prints, technical manuals, and other instructions; write basic correspondence and schematics; calculate voltage and resistance and perform complex calculations for air and water flow; effectively direct the work of employees; determine the extent of needed repairs and determine most effective repair methods; analyze log sheets to determine A/C system effectiveness; push and lift parts and equipment weighing up to 50 pounds without assistance; pull or drag equipment

weighing up to 100 pounds with assistance; work in awkward positions; explaining policies and procedures to employees.

Educational Experience

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

Requires one of the following: Type I and Type II EPA Certification; Universal EPA Certification; Refrigerant Technician.