

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED MARCH 1988**  
**RANGE: 50.0**  
**CLASSIFIED**  
**CODE: 2,3,7,9**

## **AIR CONDITIONING/HEATING MECHANIC II**

### **DEFINITION**

Under direction, to perform skilled work in installing, repairing, and maintaining refrigeration, heating, ventilation, and air conditioning equipment and systems;

to perform semiskilled and skilled duties in other maintenance trade areas;

and to do other related work as required.

### **EXAMPLES OF DUTIES**

Inspect, repair, maintain, and service refrigeration, heating, ventilation, and air conditioning equipment and systems, including automotive equipment and systems;

install, replace, and repair valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing, and pipes;

cut, bind, and join to install and replace tubing and pipes;

test systems by utilizing pressure tests, and balance air conditioning systems;

test joints and insulate pipes pertaining to refrigeration, heating, or air conditioning systems;

fabricate, repair, and install duct work and covers;

connect motors to control panels and control panels to power sources;

adjust and install valves, thermostats, fans, and controllers;

test for defective parts;

inspect refrigeration, ventilation, heating, and air conditioning units and replace transformers, valves, pressure regulators, and pumps;

perform a variety of repair, overhaul, and maintenance of automotive and motorized equipment mechanical components and assemblies;

perform preventative maintenance functions for heating and air conditioning units, and maintain files and records to ensure that the preventative plan is conducted in an effective and efficient manner;

plan, organize, and lay out assigned skilled tasks;

estimate labor and material costs;

maintain a variety of operational records;

coordinate and direct the work of others;

may perform emergency road repair service;

drive a service vehicle to and from work sites.

## **QUALIFICATIONS**

### Knowledge of:

Knowledge of methods, materials, tools, and equipment used in the maintenance and repair of refrigeration, ventilation, heating, air conditioning, and automotive and motorized equipment;

building codes, policies, regulations, and guidelines pertaining to the typical refrigeration, ventilation, heating, air conditioning and automotive mechanical systems;

safe working methods and procedures.

### Ability to:

Ability to skillfully repair, maintain, and overhaul refrigeration, ventilation, heating, air conditioning, and automotive and motorized equipment;

plan, lay out, and coordinate the work of others; maintain records and prepare complete and concise reports;

read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;

write routine reports and correspondence;

speak effectively before groups;

calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume;

apply concepts of basic algebra and geometry;

apply common sense understanding to carry out instructions furnished in written, oral or diagram form;

stand, use hands to handle, or feel;

reach with hands and arms overhead;

climb or balance and stoop, kneel, crouch, or crawl;

lift up to 50 pounds;

adjust focus, depth perception and close vision;

establish and maintain cooperative working relationships.

### Experience:

EPA certification including servicing small appliances (Type I), servicing or disposing of high or very high pressure applications, except small appliances and MVAC's (Type II), servicing or disposing of low pressure appliances (Type III), and servicing all types of equipment (universal).

Education:

Associate's degree (AA) or equivalent from a two-year college or technical school; or six months to one year of related experience and/or training;

or equivalent combination of education and experience.

Conditions of employment:

Must furnish hand tools common to skilled air conditioning and heating, and automotive equipment maintenance and repair trade areas.

A substance abuse test, at office expense, is required prior to employment. A preplacement medical assessment is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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