

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JUNE 2017**  
**RANGE: 47.0**  
**CLASSIFIED**  
**CODE: 4,2,7,9**

### **AIR CONDITIONING/HEATING MECHANIC I**

#### **DEFINITION**

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

to perform semiskilled duties in other maintenance trade areas;

to do other related work as required.

#### **EXAMPLES OF DUTIES**

Inspect, repair, maintain, and service refrigeration, heating, ventilation, air conditioning equipment, evaporative cooling systems, and other mechanical equipment;

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;

may assist in the fabrication, repair, and installation of duct work and covers;

may 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 assist in the replacement of transformers, valves, pressure regulators, and pumps;

utilize a computer to add and update data or department spreadsheets;

repair and adjust various office furniture;

perform routine maintenance and repair functions within office facilities;

perform preventative maintenance functions on heating and air conditioning units, and other mechanical equipment;

drive a service vehicle to and from worksites.

## **QUALIFICATIONS**

### Knowledge of:

Methods, materials, tools, and equipment used in the maintenance and repair of refrigeration, ventilation, heating, and air conditioning equipment, and of a large office facility;

policies, regulations, and guidelines pertaining to the maintenance and repair of refrigeration, ventilation, heating, and air conditioning systems, and of offices and buildings;

safe working methods and procedures.

### Ability to:

Skillfully adjust, repair, and maintain refrigeration, ventilation, heating, air conditioning, and mechanical equipment;

perform a variety of general building and office maintenance and repair functions;

apply concepts of basic algebra and geometry;

stand, use hands to handle, or feel for extended periods of time;

reach with hands and arms overhead;

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

work in extreme temperatures;

adjust focus, depth perception and close vision;

work utilizing a ladder at extended heights;

lift up to 50 pounds;

work from blueprints, shop drawings, sketches, manuals, and diagrams;

troubleshoot and identify HVAC issues and provide technical support in the field;

maintain simple records and prepare complete and concise reports;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

### Experience:

Two (2) years of experience in building and office maintenance and repair, with an emphasis in air conditioning and heating service and maintenance.

EPA Universal Certification preferred.

### Education:

Equivalent to the completion of the twelfth grade.

Conditions of employment:

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 possession of 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.

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