

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

2/24/84 AIR-CONDITIONING AND SHEET METAL TECHNICAL ADVISOR, 3132

Summary of Duties: Develops and recommends the establishment and maintenance of quality and material standards for new air-conditioning systems with an emphasis on energy conservation and for the maintenance of existing systems; provides technical advice required during new construction, including review of shop drawings and preparation of change orders, and in the trouble-shooting of maintenance or operating problems in the above systems; provides technical advice on the purchase of maintenance materials, development of operating methods, and the resolution of field problems; and does related work.

Distinguishing Features: Employees are responsible for ensuring that air-conditioning and sheet metal features of building projects conform to quality and material standards and specifications of the Department of General Services or the Department of Public Works. They work out solutions and make recommendations to department personnel and contractors concerning the most feasible and economical methods of conforming to or maintaining required standards.

Technical Advisors review the work of craft personnel. Their concern is with conformance to the specifications and standards of the Department of General Services or the Department of Public Works, especially as these relate to the maintenance of affected systems and energy conservation.

Example of Duties:

- Collects information and develops and recommends standards for purchase, installation, repair, and maintenance of air-conditioning and sheet metal related equipment and materials;
- Meets with manufacturers representatives, interviews maintenance personnel, and reviews maintenance records to obtain cost analysis information;
- Develops specifications, maintenance, and installation standards for equipment, materials, and hardware;
- Reviews plans and specifications for new construction or alterations to existing facilities to assure the maintenance of materials and installation standards, and to correct obvious maintenance problems;
- Reviews and approves requisitions for the purchase of maintenance materials and equipment;
- Makes field investigations and recommends solutions to problems relative to the installation or maintenance of service equipment in public buildings;
- Makes field inspections of work in progress and completed work;
- Interprets plans, explains special requirements, and makes supplementary sketches for contractors and/or supervisory craft personnel;

- Reviews shop drawings;
- Prepares change orders, reviews parts and equipment inventories and recommends continuance or discontinuance of items;
- Confers with Department maintenance superintendents and craft supervisors relative to maintenance problems;
- Recommends revisions of standards and/or specifications for materials, quality and preventive maintenance;
- Confers with Department mechanical and electrical engineers in evaluating proper design to establish desired operational functions of mechanical and electrical equipment;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A Good Knowledge of:

- Principles and practices involved in installing, maintaining, and repairing air conditioning and general sheet metal work in public buildings;
- Methods and practices of inspecting air-conditioning and sheet metal contractors work in the construction of large commercial, industrial, and office buildings for conformance to plans, specifications, and safe practices;

A Working Knowledge of:

- Laws and ordinances governing the installation and maintenance of air-conditioning systems in the City of Los Angeles;
- Fundamentals of mechanical or electrical engineering as applied to air-conditioning and ventilating systems and other sheet metal work in buildings;

A General Knowledge of:

- City personnel rules, policies and procedures;
- Laws and regulations regulated as equal employment opportunity and affirmative action;
- Memoranda of Understanding as they apply to subordinate personnel.

Ability to:

- Inspect air-conditioning and sheet metal work for conformance to plans and specifications;
- Interpret mechanical or electrical drawings and specifications pertaining to air-conditioning and sheet metal installations;
- Prepare layout drawings for the installation, alteration, and improvement of ventilation, forced air heating, air conditioning, and other sheet metal installations in City buildings;
- Recommend needed changes, additions, and improvements in air-conditioning and sheet metal installations;
- Work effectively with other City employees, vendors and private contractors;

- Prepare reports.

Requirements: Three years of journey-level experience in installing, maintaining, or inspecting air-conditioning or sheet metal facilities in buildings at the level of Senior Heating and Refrigeration Inspector.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.