

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

3/7/86

### AIR CONDITIONING MECHANIC SUPERVISOR, 3781

**Summary of Duties:** Installs, modifies, maintains, and repairs air-conditioning, refrigeration, heating, and ventilating equipment, and related facilities; or supervises a crew engaged in such activities and prepares cost estimates for new installations; and does related work.

**Distinguishing Features:** An Air Conditioning Mechanic Supervisors primary responsibility is to lay out and review the work of Air Conditioning Mechanics. An employee of this class also helps install, maintain, and repair air-cooling or air-conditioning equipment, and is expected to prepare layouts, determine needed capacities for components, and make recommendations concerning existing and proposed air-conditioning installations. Many assignments are received in general terms, and work is evaluated according to results obtained.

#### **Example of Duties:**

- Supervises a crew engaged in the installation, operation, maintenance, and repair of air-conditioning, water cooling, refrigeration, ventilating, and low pressure steam heating equipment and related facilities, including tubing, equipment wiring and electric connections, piping, ducts, and fans;
- Supervises the overhaul and major repair of parts and units such as compressors, motors, expansion valves, evaporators, boiler tubes, and valves and traps;
- Checks water test results and recommends adjustment as necessary;
- Inspects and checks air-conditioning, refrigeration, and heating equipment for proper functioning by observation and with instruments;
- Diagnoses failures and defects in installations;
- Directs adjustments and repairs or makes recommendations for their correction;
- Lays out and directs a comprehensive preventive maintenance program;
- Makes recommendations concerning new refrigeration, air-conditioning, heating, and ventilating installations and modifications or extensions of existing facilities;
- Determines capacities required, lays out mechanical and electrical components, estimates cost, and prepares equipment specifications;
- Does technical writing on equipment operation, calibration and service;
- Prepares requisitions for materials, parts, tools, and equipment;
- Maintains records and prepares reports on work performed and materials used;
- Prepares maintenance schedule for all mechanical and electrical equipment and control systems;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

#### **Qualifications**

Knowledge of:**A Good Knowledge of:**

- Types and uses of refrigerating, air-conditioning and related machinery and equipment of various sizes and capacities, and the installation, operation, maintenance, and repair of such equipment;
- Controls and control systems of air-conditioning and refrigeration systems;
- Safety principles and practices related to air-conditioning, refrigeration, heating and ventilation equipment;
- Principles of water treatment.

**A Working Knowledge of:**

- Freezing points and other physical properties of liquids and gases used in refrigeration and air-conditioning equipment;
- Operation and maintenance of low pressure steam heating boilers;
- Soldering, welding, and brazing;
- Memoranda of understanding as they relate to subordinate personnel;
- Laws and regulations related to equal employment opportunity and affirmative action.

**General Knowledge of:**

- City personnel rules, policies and procedures.

Ability to:

- Use the tools necessary to do air-conditioning work, air balancing and environmental control work;
- Read blueprints and wiring diagrams of mechanical, electrical, and electronic mechanisms pertaining to refrigeration, air-conditioning, and related equipment;
- Install, align, and adjust refrigeration and air-conditioning machinery and control devices, including low-voltage control wiring, and to cut, fit and install piping and tubing used in such equipment;
- Diagnose electrical and mechanical failures and defects in refrigeration and cooling equipment and determine corrective measures;
- Test such equipment for proper operation and to regulate thermostatic control equipment and other control apparatus to maintain desired temperatures;
- Prepare cost estimates for new or modified air-conditioning installations;
- Prepare layout drawings, tentative specifications, and technical writing for existing, new or modified air-conditioning installations;
- Organize a preventative maintenance program;
- Supervise a group of subordinate mechanics;
- Prepare and maintain service and repair records;
- Prepare reports on work performed and materials used;
- Communicate effectively with superiors, subordinates, and others.

**Requirements:** Four years experience as an air conditioning mechanic or in a craft at the journey level involved in the installation, modification, maintenance and repair of air-

conditioning, refrigeration, heating and ventilating equipment is required for Air Conditioning Mechanic Supervisor.

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

**Physical Requirements:** Strength to perform lifting up to 70 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; 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.**