UNIVERSITY OF SOUTHERN CALIFORNIA

AC Technician Entry

Job Code: 180143

Grade: TA
OT Eligible: Yes
Comp Approval: 8/22/2008

JOB SUMMARY:

Performs standard air conditioning, refrigeration, heating and ventilation procedures, as required. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the trade Pay for Knowledge and Skills Program including On-the-Job training and coursework. Performs task requirements as part of the Pay for Knowledge and Skills Program and demonstrates proficiency of required tasks in designated areas as outlined in appropriate Module (A/B or C). Performs all appropriate Module Tasks (see attached Skill Based Progression), independently or as part of a team, as assigned by the Supervisor. May perform tasks in higher-level Modules. Trains journeymen and other employees on specific skills and tasks as required.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

________  ______  Responds to service calls for air conditioning, refrigeration, heating and ventilation systems, including controls and auxiliary components.

________  ______  Performs repair and maintenance procedures for heating and ventilation systems. Works from blueprints, specifications and schematic diagrams.

________  ______  Monitors, adjusts and calibrates automatic controls of air conditioning and refrigeration system.

________  ______  Performs routine safety and maintenance checks on air conditioning and refrigeration system of repair seals, chilled water or condenser water pumps, compressors and pneumatic controls, repair and maintenance of mechanical equipment.

________  ______  Installs equipment, components and system.

________  ______  Estimates materials required for specific job components.

________  ______  Fabricates components for air conditioning, heating and ventilation system.

________  ______  Maintains clean job site throughout duration and clean up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools and equipment.

________  ______  Trains other technicians in specific skills and tasks as required.

________  ______  Responds to on call emergencies.

________  ______  Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High School or equivalent
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 Years

**Minimum Field of Expertise:**
- 2 years experience as a Journeyman. Completion of 4-year apprenticeship program or 4 years experience as an Air Conditioning Trainee. Experience performing standard air conditioning, refrigeration, heating and ventilation procedures. General knowledge of refrigeration system and maintenance requirements, including chilled water and condenser water pumps, electric and pneumatic controls, feed pump motors, etc. Experience in identifying systems and/or mechanical problems. General knowledge of engineering procedures, equipment and systems. Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety. Universal Environmental Protection Agency (EPA) Certificate.

**Skills:**

**Administrative:**
- Compute totals
- Gather data
- Input data
- Prioritize different projects
- Read handwritten text
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software
- Verify calculations

**Other:**
- Communication -- written and oral skills
- Knowledge of applicable laws/policies/principles/etc.
- Planning
- Scheduling

**Machine/Equipment:**
- Calculator
- Personal computer

**Trade/Auxiliary:**
- Calculate measurements
- Identify technical and equipment problems related to trade
- Prepare reports and/or maintenance records
Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches. Use and/or operate various stationary machinery, hand held power tools, and/or non power tools. Utilize a variety of air electrical tools and equipment.

**Supervises:** Level:

Trains journeymen and other employees on specific skills and tasks as required.

**Comments:**

Valid California Driver's License required. Must own designated hand tools.

**SIGNATURES:**

Employee: ____________________________ Date: ____________________________

Supervisor: __________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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