UNIVERSITY OF SOUTHERN CALIFORNIA
AC Technician Journeyman- Module B
Job Code: 180151

Grade: TA
OT Eligible: Yes
Comp Approval: 12/1/2004

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 AC Technician Pay for Knowledge and Skills Program including on-the-job training. Performs all appropriate module tasks and demonstrates proficiency as outlined in the AC Technician Pay for Skills section, independently or as part of a team, as assigned by the supervisor. May perform tasks in higher-level modules. Trains journeymen and other employees specific skills and tasks as required.

JOB ACCOUNTABILITIES:

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

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<th>*E/M/NA</th>
<th>% TIME</th>
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<tr>
<td>Responds to service calls for air conditioning, refrigeration, heating and ventilation systems, including controls and auxiliary components.</td>
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<td>Performs repair and maintenance procedures for heating and ventilation systems. Works from blueprints, specifications and schematic diagrams.</td>
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<td>Monitors, adjusts and calibrates automatic controls of air conditioning and refrigeration system.</td>
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<tr>
<td>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.</td>
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<td>Installs equipment and fabricates components for system and equipment.</td>
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<td>Estimates materials required for specific job components.</td>
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<td>Fabricates components for air conditioning, heating and ventilation system.</td>
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<td>Maintains clean job site throughout duration and cleans up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools and equipment.</td>
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<td>Trains other journeymen, Zone Maintenance Technicians, or other employees specific skills and tasks, as required.</td>
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<td>Prepares reports and/or maintenance records, as needed.</td>
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<td>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.</td>
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EMERGENCY REPSONSE/RECOVERY:

Essential: No
JOB QUALIFICATIONS:

Minimum Education:
High School Diploma or equivalent and completion of four year apprenticeship program

Minimum Experience:
4 Years

Minimum Field of Expertise:
Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional four years minimum experience must be as a journeyman. Experience performing standard trade-related procedures. General knowledge of trade-related methods, materials, tools, and equipment. 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.

Preferred Education:
Related Undergraduate Study

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

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

Skills: Machine:
- Calculator
- Personal Computer

Skills: 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

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.

Pay for Skills:
- Determine heating hot water system failure
- Determine terminal unit failure
- Determine cause of chiller failure
- Test performance of pump
- Check, calibrate, repair, or replace pneumatic receiver controller
- Performance-test direct expansion units
- Repair or replace magnetic starter
- Repair control air leaks
- Repair or replace PH and TDS controller
- Repair make up water assembly
- Upgrade hot water make-up system
- Replace or repair semi-hermetic compressor
- Repair inlet vanes (static) in prime mover
- Determine cause of pump failure
- Remove or replace freezstat
- Remove/repair/replace shaft in prime mover
- Repair/replace thermal expansion valve
- Remove/replace temperature controller
- Remove/replace velocity control on terminal unit
- Test reciprocating chiller
- Diagnose alternating motor problems
- Coordinate work with other crafts or areas

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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