UNIVERSITY OF SOUTHERN CALIFORNIA
AC Technician Journeyman- Module C
Job Code: 180155

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

JOB SUMMARY:
Provides leadership and guidance to journeymen and Zone Maintenance Technicians. 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. Trains journeymen and other employees specific skills and tasks as required.

JOB ACCOUNTABILITIES:

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Provides leadership and guidance to others who perform similar work. Sets priorities and timelines and monitors the work of others.

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 and fabricates components for system and equipment.

Estimates materials required for specific job components.

Fabricates components for air conditioning, heating and ventilation system.

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.

Trains other journeymen, Zone Maintenance Technicians, or other employees specific skills and tasks, as required. Identifies additional training or defines needs for new or continuing training which would benefit staff.

Prepares reports and/or maintenance records, as needed.

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:  
- 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 Diploma or equivalent and completion of four year apprenticeship program

Minimum Experience:

5 Years

Minimum Field of Expertise:

Four years experience as a trade-related trainee may substitute for completion of a four year apprenticeship program. Additional five 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
- Coordinate work of others
- 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
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Lead/Guidance Skills
- Planning
- Scheduling
- Teaching/Training

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:

- Leads one or more employees performing similar work
- 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:

- Perform purge system maintenance
- Balance water flow in water distribution system
- Performance-test chiller
- Perform chiller audit
- Test hot water system performance
- Check chiller starter panel components
- Repair microcell
- Performance test prime mover
- Traverse rectangular duct
- Balance air flow in air distribution system
- Perform shaft alignment/vibration analysis of pump
- Coordinate work with outside contractors, inspectors, and public utilities
- Interview prospective employees
- Train others on-the-job
- Advise and assist other shops/trades
- Develop and distribute on-the-job training materials
- Direct, plan, and schedule the work of others

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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