(PD-3385) Refrigeration Mechanic

POSITION INFORMATION

Internal Team:* SL-Facilities Management and Dev - 127000
Job Code/Employee Classification:* Air Cond/Refrig Mechanic
Job Code: 6699

MPP Job Code:
Position Number: New Position # Request

Position no: SL-00011032

CSU Working Title:* Refrigeration Mechanic
Reports To:* Manager of Mechanical Trades

Campus:* San Luis Obispo
Division:* Administration and Finance
College/Program:* Facilities Management and Dev
Department:* Facilities Management and Dev - 127000

FLSA Status: Non-Exempt

SENSITIVE POSITION

Sensitive Position: Yes

Job Summary/Basic Function:* The Facilities Management and Development (FM&D) organization is a unit within the Administration and Finance division and is responsible for the management, operations, and development of facilities on the university campus. Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities and grounds. FMD consists of five critical and interdependent support departments, including Facilities Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; Facility Operations; and Special Projects. In support of the Cal Poly mission, the Facilities Management and Development department is committed to promoting a culture that values individual and organizational integrity, civility, and diversity.

Under general direction, the Air Conditioning/Refrigeration Mechanic is responsible for the full range of service, maintenance and repair on more complex refrigeration and associated HVAC systems and equipment. The position requires comprehensive knowledge of refrigeration and air conditioning systems and thorough familiarity with all safety codes and regulations related to the installation and operation of refrigeration and air conditioning systems.

Minimum Qualifications:* Completion of a refrigeration or air conditioning mechanic’s apprenticeship program or equivalent to four years progressively responsible experience in the installation, adjustment, maintenance and repair of commercial and domestic refrigeration and air conditioning systems involving modulatory and safety controls, thermostats, humidifiers and duct stats AND one year of experience in the installation and repair of central multi-zone air conditioning systems.
**Required Qualifications:**

Thorough knowledge of the theory and operation of major types of refrigeration and air conditioning equipment and of the materials, equipment and techniques used in the repair and maintenance of such equipment.

Working knowledge of electrical voltage, plumbing refrigeration, electrical and plumbing codes (Uniform Building Code, Title 8 Safety Orders, National Electric Code and NFPA 70E), thermodynamics and automated energy/environmental management systems.

Ability to use judgment and discretion in determining the methods and priorities of work orders.

Ability to perform skilled electrical and plumbing work, and a high degree of skilled mechanical work including the ability to install, operate and repair HVAC equipment and systems.

Ability to devise and control air distribution efficiently with maximum comfort.

Ability to diagnose and repair major malfunctions in complex multi-zone systems and the full range of refrigeration equipment including centrifugal and absorber equipment and/or screw, scroll and reciprocating refrigeration equipment.

Ability to read, interpret and work from blueprints, plans, drawings and specifications at a level sufficient to satisfactorily perform the duties of the position.

Ability to maintain accurate records, retrieve data and prepare standard reports using manual and/or computerized record-keeping systems.

Ability to provide instruction to unskilled and semi-skilled workers.

Ability to read, write and perform arithmetic calculations at a level appropriate for the position and follow verbal and written instructions.

Ability to analyze and respond appropriately to emergency situations.

Ability to interact and communicate in an effective and dependable manner, as well as establish and maintain cooperative working relationships with clientele such as students, staff, faculty and co-workers.

Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

Ability to demonstrate professionalism in entering occupied areas including student residential halls, faculty and staff offices and other university spaces.

Demonstrated ability to maintain a high degree of confidentiality.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

**Preferred Qualifications:**

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
**Special Conditions:**

Work may involve working in and around confined spaces such as ceiling crawl spaces, small mechanical rooms and inside refrigeration and freezer boxes.

Work around and in high (350 degree) and low (-40 degree) equipment such as 120 pound steam boilers and pipelines and inside blast freezers.

Work around large and noisy equipment with many moving parts.

Work with hazardous materials such as asbestos containing building materials, lead-based paint, solvents and CFC and ammonia refrigerants. Some of these materials require special certifications (asbestos, CFC refrigerants) and the use of special safety equipment (asbestos respirators).

Ability to perform heavy lifting up to 75 pounds including lifting heavy electric motors and moving refrigerant cylinders.

Work may involve entering refrigeration boxes where cadavers and animal carcasses are stored. Must be able to successfully pass a pre-employment background/fingerprint check.

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position classification has been defined as “Non-exempt” and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

**License / Certification:**

Possession of EPA Certified Universal Refrigeration Technician as required by the Clean Air Act by time of hire.

Possession of a valid driver’s license or the ability to obtain by date of hire.

This position may require the ability to obtain AHERA Supervisor certification for asbestos related work and Cal/OSHA Lead training as well as the ability to wear respiratory protection. A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.

**Mandated Reporter:**

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:  

Yes  ☑️  No

Conflict of Interest:  

None  ☑️  No

Supervises Employees:  

Yes  ☑️  No

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**Job Duties**
## JOB DUTIES

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<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Install, troubleshoot, calibrate, service, repair and maintain refrigeration and HVAC systems, equipment, instruments and controls using electrical, electronic, pneumatic or digitally controlled systems. Oil, clean, adjust, overhaul, and repair motors, condensers, compressors, oil and vacuum pumps, and similar equipment. Perform major overhauls involving disassembly and inspection of all parts, replacement of defective and worn parts, reassembly of equipment instruments and/or controls and the testing of equipment to ensure proper functioning. Locate and diagnose malfunctions using a wide variety of test equipment and instruments. Analyze the efficiency of campus refrigeration and air conditioning systems and recommend action for improvement. Respond to service requests which include diagnosing problems in the distribution of air to individual rooms and buildings and making necessary adjustments. Use building automation systems to diagnose and troubleshoot problems in HVAC and refrigeration systems. Maintain inventory and records, including refrigerant use per EPA regulations, using manual and computerized record-keeping systems. Estimate cost, time and materials for projects and complete purchase requests as needed. Train and provide work direction to skilled and semi-skilled workers. Perform all work in accordance with established safety procedures and maintain a safe and clean work environment including maintenance and service of tools and equipment used in the performance of duties.</td>
<td>Essential</td>
</tr>
<tr>
<td>10</td>
<td>Perform other job-related duties and special projects as assigned.</td>
<td>Marginal</td>
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<tr>
<td></td>
<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
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