
POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	FL-AC/Refrig Shop - 10164
Job Code/Employee Classification:*	Air Cond/Refrig Mechanic <u>Job Code: 6699</u>
Classification Title:	Air Conditioning / Refrigeration Mechanic
MPP Job Code:	
Position Number:	Air Cond/Refrig Mechanic <u>Position no: FL-10006488</u>
CSU Working Title:*	Air Conditioning / Refrigeration Mechanic
Salary Range/Grade:	6699-RANGE A-Grade-1 Minimum: \$ 6,787.00 Maximum: \$ 8,606.00 Pay Frequency:
Reports to Supervisor:	Taher Angar
Reports To:*	Manager, Mechanical Trade Operations <u>Position no: FL-10005944</u>
Campus:*	Fullerton
Division:*	VP, Administration & Finance
College/Program:*	AVP Facilities Management
Department:*	AC/Refrig Shop - 10164
FLSA Status:	Non-Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	On-site (work in-person at business location)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	Yes
Access to controlled or hazardous substances:	Yes
Access/responsibility to personal info:	No
Control over Campus business processes:	No
Responsibilities requiring license or other:	Yes
Responsibility for use of commercial equipment:	Yes
Is this a Campus Security Authority (CSA):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	No

Significant responsibility for Student Activities: No

Significant responsibility for Campus Activities: No

Job Summary/Basic Function:*

Under the general supervision of the Mechanical Trades Manager, for Capital Programs and Facilities Management (CPFM), or their designee, the Air Conditioning/Refrigeration Mechanic will operate, service, repair and inspect refrigeration, heating, ventilating, air conditioning and mechanical systems throughout campus buildings - with an emphasis and proficiency on the more complex HVAC problems and refrigeration equipment/systems and related building automation systems. Incumbents also install, maintain, service, inspect and repair the mechanical, electrical, electronic and digital controls associated with these systems campuswide.

An Air Conditioning/Refrigeration Mechanic will demonstrate a methodical, organized, and safe approach to completing work assignments, involving a high level of expertise and awareness. This position provides excellent customer service and is always courteous of all campus stakeholders. An employee best suited for this role is one who is defined by their dedication to the quality of their work, dependability, and reliability and supports the universities mission, vision, and values in higher education. This position takes pride in every aspect of their work to create and maintain an excellent learning environment at Cal State University Fullerton. Other duties as assigned.

Minimum Qualifications:*

Two or more years of experience as an HVAC and Refrigeration Mechanic. Thorough knowledge of high and low-pressure chillers, pneumatic, ventilating, air conditioning, refrigeration and other mechanical equipment. Thorough knowledge of the methods, tools and materials used in the operation, maintenance and repair of such equipment. Thorough mechanical and technical knowledge. Thorough knowledge of the applicable state and federal safety codes and regulations pertaining to mechanical and HVAC systems. General knowledge of ventilation principles, thermodynamics, and closed water systems. Working knowledge of energy management systems including the ability to understand and use system features. Ability to install, operate and repair HVAC equipment and systems. Ability to interpret and use blueprints, plans, drawings, and specifications. Ability to prepare materials lists, ensure work is performed in sequence, and inspect and assess work to ensure it meets requirements and specifications. Ability to analyze and respond appropriately to emergency situations. Ability to maintain computerized maintenance management systems and records and prepare more complex reports. Excellent customer service skills with the ability to communicate effectively with people at all levels of the organization. Ability to use a computer and a variety of computer-based tools including Microsoft applications.

Required Qualifications:

Two or more years of experience as an HVAC and Refrigeration Mechanic. Thorough knowledge of high and low-pressure chillers, pneumatic, ventilating, air conditioning, refrigeration and other mechanical equipment. Thorough knowledge of the methods, tools and materials used in the operation, maintenance and repair of such equipment. Thorough mechanical and technical knowledge. Thorough knowledge of the applicable state and federal safety codes and regulations pertaining to mechanical and HVAC systems. General knowledge of ventilation principles, thermodynamics, and closed water systems. Working knowledge of energy management systems including the ability to understand and use system features. Ability to install, operate and repair HVAC equipment and systems. Ability to interpret and use blueprints, plans, drawings, and specifications. Ability to prepare materials lists, ensure work is performed in sequence, and inspect and assess work to ensure it meets requirements and specifications. Ability to analyze and respond appropriately to emergency situations. Ability to maintain computerized maintenance management systems and records and prepare more complex reports. Excellent customer service skills with the ability to communicate effectively with people at all levels of the organization. Ability to use a computer and a variety of computer-based tools including Microsoft applications.

Preferred Qualifications:

Previous experience in a large, institutional facility. Experience in the operation and maintenance of large HVAC systems, piping systems, EMS and BMS, and related central plant and cogeneration equipment and systems such as chillers, boilers, turbine, and pumping stations.

Special Conditions:

Must have the ability to wear a respirator.
May work in confined spaces and in varied temperatures.
This position may be required to work off hours and or weekends.
This position will carry a master key.
Live Scan Required.

License / Certification:

Valid California Driver's License
EPA Universal refrigeration license

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
80%	<p>Maintain Campus Heating Ventilation Air Conditioning and Refrigeration Systems Operate, maintain, service, inspect, troubleshoot, and repair:</p> <ul style="list-style-type: none">-Building HVAC and Refrigeration equipment and components and laboratory fume hoods, including balancing systems, calibrating systems, performing service calls, ordering parts, and developing appropriate preventative maintenance tasks and frequencies when required.-Fan Systems including supply and return fans, belts and pulleys, insulation, access doors, water coils, strainers and controls valves, air filters, pressure controllers, piping, dampers, exhaust fans, motors, and VFD's.-Refrigeration Systems-including walk-in boxes, packaged systems, split systems, heat pumps and computer room systems.-Pumps and Water Systems-including heat exchangers, piping and control valves -Insulation repair and replacement.-Reciprocating and screw air compressors and air-related systems including piping, valves, air dryers, pneumatic controls, vacuum systems, and lab safety equipment.-Utilize the Computer Maintenance Management System (CMMS) for the development of maintenance programs including tracking, monitoring, and entering maintenance work orders.-Maintain records and retrieve data related to work performed related to manual and/or computerized record-keeping systems.-Prepare standard reports and consult and work with other trades workers, leads, and supervisors.	Essential
15%	<p>Maintain Central and Trigeration Systems and Equipment</p> <ul style="list-style-type: none">-Operate, maintain, service, inspect, troubleshoot, and repair electric and absorption chillers, and heat exchangers.-Operate, maintain, service, inspect, troubleshoot, and repair 4.5 MW turbine generator, air compressors, cooling towers, and repair chilled water and hot water distribution systems and components.-Utilize technology such as EMS and PLC Logic to assist with these activities.-Inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations.-Maintain Records and Prepare Reports as Required.-Participate in Facilities Management Organizational Development Processes.	Essential
5%	Other duties as assigned.	Essential

SELECTION CRITERIA

There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Constantly - Essential
Climbing:	Occasionally - Essential
Concentrating:	Frequently - Essential
Crawling:	Occasionally - Essential
Decision Making:	Constantly - Essential
Keyboarding and Mousing:	Occasionally - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally - Essential
Lifting or Carrying up to 25 lbs.:	Occasionally - Essential
Lifting or Carrying up to 50 lbs.:	Occasionally - Essential
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Occasionally - Essential
Pushing or Pulling:	Frequently - Essential
Reaching Overhead:	Frequently - Essential
Repetitive Motion of Upper Extremities:	Frequently - Essential
Sitting:	Constantly - Essential
Standing:	Constantly - Frequently
Stooping Kneeling or Squatting:	Constantly - Essential
Walking:	Constantly - Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	Dirt and dust
Other Physical and Mental Req No.1 Frequency:	Frequently - Essential
Other Physical & Mental Requirement No. 2 Description:	Wearing respirator
Other Physical and Mental Req No.2 Frequency:	Occasionally - Essential
Other Physical & Mental Requirement No. 3 Description:	
Other Physical and Mental Req No.3 Frequency:	
Other Physical & Mental Requirements:	

Environmental Requirements

Drive motorized equipment:	Frequently - Essential
Excessive Noise:	Frequently - Essential
Hazards:	Occasionally - Essential
Outdoor:	Occasionally - Essential
Elevated Work:	Occasionally - Essential
Extreme Temperature (hot or cold):	Frequently - Essential
Indoor (Typical office environment):	Occasionally - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:	
Other Environmental Req No.1 Frequency:	

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary:

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Advertisement text:

USERS AND APPROVALS

Justification for Position:

Hiring Administrator:*

Deborah Enriquez

Email address: deenriquez@fullerton.edu

Approval process:*

FL - OLD PD Approval (Staff/MPP) - Dept Head

- | | |
|------------------------------------|---|
| 1. MPP Supervisor: | Taher Angar ✓ Approved Sep 24, 2024 |
| 2. Department Head/Associate Dean: | John Ramirez ✓ Approved Sep 24, 2024 |
| 3. HR Classifier: | Chris Schloffer ✓ Approved Sep 30, 2024 |
| 4. Appropriate Administrator/Dean: | Sarab Singh ✓ Approved Oct 8, 2024 |
| 5. Position Management: | FL-HRDI PM ✓ Approved Oct 8, 2024 |

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu