

Class Specification
for the Class:AIR CONDITIONING MECHANIC II
WS-10; BU:01Duties Summary:

Performs and supervises the preventive maintenance, repair, minor overhaul, and operation of a variety of air conditioning, refrigeration, and ventilation equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the working supervisory level in the series.

This class differs from the Air Conditioning Mechanic I in that the Air Conditioning Mechanic II, in addition to performing skilled air conditioning mechanic work as a major assignment, supervises the work of skilled air conditioning mechanics as continuing work assignment including setting the pace and quality of workmanship; or in addition to performing skilled air conditioning work, plans, assigns, supervises, instructs, reviews, and evaluates the work of an inmate work line including demonstrating proper work methods.

This class differs from that of Air Conditioning Mechanic Supervisor in that the Air Conditioning Mechanic II spends a substantial amount of time performing skilled air conditioning mechanic work and, in addition, supervises the work of fully competent air conditioning mechanics; or, in addition to performing skilled air conditioning work, plans, assigns, supervises, instructs, reviews, and evaluates the work of an inmate work line including demonstrating proper methods, while the Air Conditioning Mechanic Supervisor has shop responsibilities for planning, assigning, supervising, and reviewing the work of a group of fully competent air conditioning mechanics on a substantially full time basis and only occasionally may perform skilled air conditioning mechanic work.

Positions at this level typically serve as:

- a) A working supervisor who performs skilled air conditioning mechanic work and plans, assigns, supervises, and reviews the work of skilled air conditioning mechanics.

or:

- b) A working supervisor who performs skilled air conditioning mechanic work and plans, assigns, supervises, instructs, reviews, and evaluates the work of an inmate workline. The primary purpose of such a position is to provide those inmates with a marketable air conditioning mechanic skill while in a correctional rehabilitation program. Because of the work environment and inmate subordinates who are frequently not journey level workers, this type of working supervisor must review and assess all work to be done to determine which inmate, if any, is capable of performing the work; makes specific assignments; reviews all assignments; and is ultimately responsible for all work performed.

Examples of Duties:

Plans, assigns, reviews the work of air conditioning mechanics and participates in the preventive maintenance, repair, minor overhaul, and operation of air conditioning and refrigeration systems which include compressors, starters, motors, blowers, fans, pumps, air handlers, condensers, piping, cooling towers, heat exchangers, pressure switches, temperature controls, remote indicating systems and automatic controls; conducts operational tests to obtain optimum performance of the air conditioning refrigeration and ventilation systems; periodically inspects all air conditioning and refrigerating machinery such as water towers, air cooled central and package air conditioning systems, walk-in reefers, ice making machinery, water coolers and cold storage refrigeration plants/units; participates and supervises in the lubrication of machinery, adjustment and/or changing of belts, checking of pressure, testing for freon leaks, cleaning of controls, fans, filters, compressors and control equipment; occasionally performs or supervises the performance of oxyacetylene and electric soldering and welding on refrigerating and air conditioning systems; located and isolates malfunctions, and estimates materials, parts and labor needed to repair or replace equipment; reads plans, specifications, manuals and instructions applicable to air conditioning and refrigeration systems; reviews plans and installation of new mechanical equipment to expedite future maintenance; establishes job priorities and deadlines; inspects jobs in progress to determine conformance to schedule and quality of work; periodically prepares oral and written reports; develops maintenance and servicing procedures and schedules; approves substitution of parts and other modifications to equipment; instructs subordinates on work methods and techniques and provides instruction on technical aspects of job; interviews inmates and makes recommendations for acceptance into the air conditioning mechanic work line; counsels inmates and enforces security procedures; teaches an inmate work line modern principles and practices of air conditioning mechanic work which included, use and care of tools, safety practices, schematic and blue print reading, etc.; determines level of work that an inmate is capable of performing and makes assignments accordingly; prepares written inmate performance evaluations; assesses and makes recommendations for contracting repair work that cannot be done in-house.

Knowledges and Abilities Required:

Knowledge of: Methods and procedures in the operation, preventive maintenance, and repair of air conditioning, refrigeration, and ventilation systems; servicing requirements, tools, chemicals, and testing equipment relating to the operation and maintenance of air conditioning and refrigerating systems; basic safety procedures.

Ability to: Plan, assign, and review the work of others; maintain, service, and repair air conditioning and refrigerating units; use and maintain tools and equipment pertinent to the trade; develop maintenance schedule for air conditioning and refrigerating systems; estimate time, materials and labor needed to perform repair jobs; give and follow oral and written instructions; keep and make written reports.

This is the first specification for the new class AIR CONDITIONING MECHANIC II.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
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