

Class Specification
for the Class:AIR CONDITIONING MECHANIC SUPERVISOR
F110; BU:02Duties Summary:

Plans for and supervises a group of skilled air conditioning mechanics in the preventive maintenance and repair of air conditioning, refrigeration, and ventilation equipment; and performs other duties as assigned.

Distinguishing Characteristics:

This is the full supervisory level in the series.

This class differs from that of the Air Conditioning Mechanic II in that the Air Conditioning Mechanic Supervisor has shop responsibilities for planning, assigning, supervising and reviewing the work of a group of skilled air conditioning mechanics on a substantially full time basis and only occasionally may perform skilled air conditioning mechanic work; whereas, the Air Conditioning Mechanic II spends a substantial portion of time in performing skilled air conditioning mechanic work in addition, supervises other skilled air conditioning mechanics as a continuing work assignment including setting the work 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.

Examples of Duties:

Plans, assigns, supervises, and inspects the work of subordinates engaged in the operation, preventive maintenance, repair and minor overhaul of air conditioning equipment including component units such as compressors, refrigerant systems, condensers, evaporators, operating and sequencing controls, etc.; supervises the maintenance and repair of refrigeration and ventilation systems; reviews plans and installations of new mechanical equipment to expedite future maintenance; develops maintenance and servicing procedures, schedules, and records; establishes job priorities and deadlines and estimates time, labor and material requirements; evaluates work required, reads and interprets blueprints and diagrams and prepares sketches for subordinates to follow; analyzes and traces the more complex malfunctions and assures correction; approves substitutions of parts and other modifications to equipment; isolates and identifies major repair work and makes necessary arrangements for completion; prepares, tests, and adjusts air conditioning and other

equipment to insure optimum performance of systems; ensures adherence to collective bargaining contract provisions; rates performance of assigned subordinates and recommends personnel actions for the unit; maintains an inventory of necessary parts and supplies.

Knowledge and Abilities Required:

Knowledge of: Methods and procedures used in the operation, preventive maintenance and repair of air conditioning refrigeration, and ventilation systems; principles and practices of supervision; basic safety requirements as it pertains to air conditioning repair and maintenance.

Ability to: Plan, organize, assign, and review the work of several air conditioning mechanics and others; develop maintenance and servicing procedures and schedules; estimate time, labor, and material requirements; establish job priorities and deadlines; read and interpret blueprints and diagrams; understand, give, and follow oral and written reports.

This is an amendment to the specification for the class AIR CONDITIONING MECHANIC SUPERVISOR (AIR CONDITIONING MECH SUPVR) approved on June 7, 1975.

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: _____
JANICE WAKATSUKI
Vice President/Chief Human Resources Officer