

**Air Conditioning/Heating Mechanic 2**

**Skill Level: 7**

**FLSA Status:** Non-exempt

**IPEDS: 710**

Job Purpose: Work performed in supervising and participating in the installation, repair, and maintenance of air conditioning and heating units, equipment, and parts.

Characteristic Duties and Responsibilities(Essential functions for this position are on file in the Office of Human Resources for your information):

Receives instructions and ensures that work is started.  
Ensures that necessary materials, supplies, equipment, plans, tools, etc. are available.  
Works with other crew members and sets the work pace.  
Demonstrates proper work methods.  
Inspects work in process and upon completion to ensure that the higher level supervisor's instructions have been followed.  
Confers with the higher level supervisor concerning problems with work assignments. or personnel.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.  
These functions may vary by institution. Incumbents may provide backup to various functions within the unit.  
Performs other work as assigned.

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

Completion of standard apprenticeship in air conditioning and heating. Experience in a variety of air conditioning and heating work.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of the materials, methods, and principles used in air conditioning and heating maintenance and repair.  
Knowledge of the use, care, and maintenance of required tools and equipment both specialized and common.  
Knowledge of occupational hazards and safety precautions.  
Knowledge of the principles and practices of supervision.  
Ability to assign, supervise and inspect the work of others.  
Ability to use and operate a variety of tools and equipment required in the performance of duties.  
Ability to evaluate situations and make decisions.  
Ability to express ideas clearly, concisely and convincingly.  
Ability to establish and maintain an effective working relationship with other employees.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

Date  
5/2004

Skill  
7

Evaluation  
633023223

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.