Georgia State University

Job Specification

Job Title: Air Conditioning Mechanic I

BCAT Code: 091X08  Effective Date: April 1, 2007
Pay Grade: G11   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs skilled manual work involving the repair and installation of refrigeration, air conditioning and heating equipment.

Examples of Duties
- Overhauls and services refrigeration, air conditioning and heating units by repairing or replacing worn parts.
- Inspects equipment for needed repairs and performs routine maintenance.
- Tests refrigeration units for leaks; adds gas to refrigeration units.
- Monitors valves and gages to ensure proper operation; adjusts valves, pipes, etc. as needed.
- Changes and cleans oil and air filters.
- Assists in installing air conditioning and heating units, and related equipment.
- Cleans work areas and equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of basic procedures, tools and equipment used in the HVAC trade.
- Effective oral and written communication skills.
- Ability to access confined spaces.
- Ability to work in open areas, such as roof tops, etc.
- Ability to climb ladders and scaffolds.
- Ability to operate tools and equipment used in the HVAC trade.
- Ability to read and interpret blueprints.

Minimum GSU Hiring Standards
Technical or vocational degree and one year HVAC experience; or high school diploma or GED and three years HVAC experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section