Job Title: Air Conditioning Foreman

BCAT Code: 091X01  Effective Date: April 1, 2007
Pay Grade: G14   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

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

Examples of Duties
- Trains lower level employees in the proper use of equipment and proper safety measures.
- Plans and schedules work assignments of lower level employees.
- Inspects the equipment to determine needed repairs.
- Estimates time, cost and materials required for work assignments.
- Interprets blueprints to determine the job specifications.
- Overhauls and services refrigeration, air conditioning and heating units by repairing or replacing worn parts.
- Tests the 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.
- Inspects the equipment for needed repairs and performs routine maintenance.
- Operates Centrifugal and Reciprocating chillers.
- Assists in installing air conditioning and heating units, and related equipment.
- Assists with cleaning the work areas and equipment as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of procedures, tools and equipment used in the HVAC trade.
- Effective organizational, communication, and time management 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.
- Ability to train and supervise the work of others.

Minimum GSU Hiring Standards
Technical or vocational degree and four years HVAC experience, including one year supervisory or lead worker experience; or high school diploma or GED and six years HVAC experience, including one year supervisory or lead worker experience; or a combination of education and related experience. Georgia Conditioned Air Contractor License, Class II required.

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.