

## Sam Houston State University Human Resources

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### Staff Classification Description – A/C & Refrigeration Mechanic

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**Skill Category:** Skilled Craft  
**Position (Employee) Class:** 6N100 (N1)  
**Grade:** 9  
**Date:** 08/2014

**Department:** Physical Plant

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. Technical/vocational training related to job duties would be helpful. Five years as an air conditioning mechanic. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Provides skilled work on the journeyman level involved in the installation, repair, and maintenance of air conditioning and refrigeration units, boilers, and equipment. Responsible for the maintenance, repair, replacement, and installation of various heating ventilation and air conditioning systems and refrigeration equipment across the University campus.

**Supervision Given & Received:** Works under general direction and may supervise entry level mechanic or crafts assistant.

**Primary Responsibilities:** Installs new equipment. Overhauls and services air conditioning appliances, boilers, and refrigeration units. Repairs, replaces, or adjusts worn or broken parts, condensers, compressors, water, and/or vacuum pumps. Tests and inspects units and equipment. Provides preventive maintenance, service, and installation of boilers, chillers, air handling equipment, various pumps, and related equipment. Repairs cooling towers. Installs and services all electrical and control devices. Reviews schedules and records. Performs other related duties as assigned.

**Other Specifications:** Familiar with all types of air conditioning, air handlers, refrigerators, coolers, and related equipment. Working conditions are considered fair, but involve more than average (25%-50%) exposure to weather, electrical hazards, narrow quarters, noise, vibrations, dust, heat, chemical exposure, etc. Will be required to be locally available for on call 24 hours per day, seven (7) days per week on a rotational basis for emergencies as needed by department.

Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university's insurance carrier is required. Uniforms and identification badges are provided by the University according to departmental policy.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**