



JOB INFORMATION

Job Code:	180143
Job Title:	AC Tech Entry
FLSA Status:	Non-Exempt
Supervisory:	Trains journeymen and other employees on specific skills and tasks as required.
Job Family:	U020
Job Family Group:	
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs standard air conditioning, refrigeration, heating and ventilation procedures, as required. Determines need to repair and/or replace equipment. Estimates materials required for specific job components. Participates in the trade Pay for Knowledge and Skills Program including On-the-Job training and coursework. Performs task requirements as part of the Pay for Knowledge and Skills Program and demonstrates proficiency of required tasks in designated areas as outlined in appropriate Module (A/B or C). Performs all appropriate Module Tasks (see attached Skill Based Progression), independently or as part of a team, as assigned by the Supervisor. May perform tasks in higher-level Modules. Trains journeymen and other employees on specific skills and tasks as required.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		High school or equivalent		And
X		Apprenticeship Program (4 year - Completion)		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		2 years	of experience as a Journeyman.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience performing standard air conditioning, refrigeration, heating and ventilation procedures.
X		General knowledge of refrigeration system and maintenance requirements, including chilled water and condenser water pumps, electric and pneumatic controls, feed pump motors, etc.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in identifying systems and/or mechanical problems.
X		General knowledge of engineering procedures, equipment and systems.
X		Familiar with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety.
X		Ability to identify technical and equipment problems related to trade.
X		Ability to read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches.
X		Ability to use and/or operate various stationary machinery, hand held power tools, and a variety of air electrical tools and equipment.

Licenses

Req	Pref	License(s)
X		Valid California Driver's License

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Universal Environmental Protection Agency (EPA) certification.

Other Job Factors

- Four years experience as an Air Conditioning Trainee can substitute for completion of four-year apprenticeship program.
- Must own designated hand tools.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responds to service calls for air conditioning, refrigeration, heating and ventilation systems, including controls and auxiliary components.				
Performs repair and maintenance procedures for heating and ventilation systems. Works from blueprints, specifications and schematic diagrams.				
Monitors, adjusts and calibrates automatic controls of air conditioning and refrigeration system.				
Performs routine safety and maintenance checks on air conditioning and refrigeration system of repair seals, chilled water or condenser water pumps, compressors and pneumatic controls, repair and maintenance of mechanical equipment.				
Installs equipment, components and system.				
Estimates materials required for specific job components.				
Fabricates components for air conditioning, heating and ventilation system.				
Maintains clean job site throughout duration and clean up job site following work completion. Maintains safe working conditions for self and others. Stores and maintains supplies, tools and equipment.				
Trains other technicians in specific skills and tasks as required.				
Responds to on call emergencies.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.