



JOB INFORMATION

Job Code:	180151
Job Title:	AC Tech Module B
FLSA Status:	Non-Exempt
Supervisory:	Trains journeymen and other employees on specific skills and tasks as required.
Job Family:	Trades/Maintenance
Job Family Group:	Facilities Management and Construction
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 AC Technician Pay for Knowledge and Skills Program as well as on-the-job training. Performs all appropriate module tasks and demonstrates proficiency as outlined in the AC Technician Pay for Skills section, independently or as part of a team, as assigned by the supervisor.

JOB QUALIFICATIONS:

Education

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

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		4 years		

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 trade-related procedures.
X		General knowledge of trade-related methods, materials, tools, and equipment.
X		Experience in identifying systems and/or mechanical problems.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
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.

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.

Pay for Skills

For use with specific Facilities positions only.

Determine heating hot water system failure
 Determine terminal unit failure
 Determine cause of chiller failure
 Test performance of pump
 Check, calibrate, repair, or replace pneumatic receiver controller
 Performance-test direct expansion units
 Repair control air leaks
 Repair make up water assembly
 Upgrade hot water make-up system
 Replace or repair semi-hermetic compressor
 Repair inlet vanes (static) in prime mover
 Determine cause of pump failure
 Remove or replace freezstat
 Remove/repair/replace shaft in prime mover
 Repair/replace thermal expansion valve
 Remove/replace temperature controller
 Remove/replace velocity control on terminal unit
 Test reciprocating chiller
 Diagnose alternating motor problems
 Coordinate work with other crafts or areas

Other Job Factors

- Four years experience as a trade-related trainee may substitute for completion of a four-year apprenticeship program. Additional four years minimum experience must be as a journeyman.
- Must own designated hand tools.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responds to service calls and for emergencies regarding air conditioning, refrigeration, heating, and ventilation systems as well as system controls and auxiliary components. Estimates materials required for specific job component, installs equipment, and fabricates components for system and equipment as required.				
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. Performs repair and maintenance procedures for heating and ventilation systems, working from blueprints, specifications, and schematic diagrams. Monitors, adjusts, and calibrates automatic controls of air conditioning and refrigeration system.				
Maintains clean job site throughout duration and cleans up job site following work completion. Maintains safe working conditions for self and others. Stores and				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
maintains supplies, tools, and equipment. Prepares reports and/or maintenance records, as needed.				
Trains other journeymen, Zone Maintenance Technicians, or other employees on specific skills and tasks, as required.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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.		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 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.