



Job Specification

Job Title: Air Conditioning Foreman
BCAT Code: 705X AA
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

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 equipment to determine needed repairs.
- Estimates time, cost and materials required for work assignments.
- Interprets blueprints to determine job specifications.
- Overhauls and services refrigeration, air conditioning and heating units by repairing or replacing worn parts.
- 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.
- Inspects equipment for needed repairs and routine maintenance.
- Operates Centrifugal and Reciprocating chillers.
- Assists in installing air conditioning, heating and related equipment.
- Assists with cleaning work areas and equipment as needed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough 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 a high school diploma or GED and six years HVAC experience, including one year supervisory or lead worker experience; or a combination of education and experience. Georgia Class II Conditioned Air License.

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.