



CSU Bakersfield

Office of Human Resources

Mail Stop: 37 ADM
9001 Stockdale Highway
Bakersfield, California 93311-1022

(661) 654-2266
(661) 654-2267 Job Line
www.csub.edu/bas/hr

CSUB JOB ANNOUNCEMENT

Position Title:	AIR CONDITIONING / REFRIGERATION MECHANIC	
Recruitment #:	#2101	
Full/Part-Time:	Full-Time	
Employment Type:	Permanent	
Bargaining Unit:	R06	
Salary:	\$5,370 - \$6,807 per month	Non-Exempt
Department:	Facilities Management	
Available:	Immediately	
Special Conditions:	Background/ Fingerprint; Valid California driver's license or ability to obtain within 30 days of hire; Must possess certification in the use of refrigerants.	
Sensitive Position:	Yes	
Posted:	December 9, 2016	
Closing Date:	For priority consideration, application materials must be received by December 23, 2016, however, the position will remain open until filled.	

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: <http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html>)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Within the Business and Administrative Services Division, Facilities Management is responsible for creating and maintaining an environment that enables faculty and staff to fulfill the educational mission of California State University, Bakersfield through the continued maintenance of campus facilities and grounds, by providing services in a reasonable and timely manner, and by maintaining a quality oriented organization geared toward the enhancement of the educational environment.

The Air Conditioning/Refrigeration Mechanics install, maintain, service, inspect and repair the mechanical, electrical, electronic and digital controls associated with HVAC and refrigeration equipment/systems and related building automation systems, either in a centralized plant or in decentralized centers across a college or university campus.

DUTIES:

HVAC Repairs/Maintenance:

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

- Analyze the efficiency of campus refrigeration and air conditioning systems and recommend action for improvement
- Diagnose problems in the distribution of air to individual rooms and buildings and make necessary adjustments
- Install, troubleshoot, calibrate, service, repair and maintain refrigeration and HVAC systems, equipment, instruments and controls using electrical, electronic, pneumatic or digitally controlled systems
- Locate and diagnose malfunctions using a wide variety of test equipment and instruments
- Maintain and service tools and equipment used in the performance of duties
- Oil, clean, adjust, overhaul, and repair motors, condensers, compressors, oil and vacuum pumps, and similar equipment
- Participate in the maintenance and operations of applicable heating and air conditioning systems and equipment
- Perform major overhauls involving disassembly and inspection of all parts, replacement of defective and worn parts, reassembly of equipment instruments and/or controls, and the testing of equipment to ensure proper functioning
- Respond to service requests
- Responsibility for the full range of service, maintenance and repair on more complex refrigeration and associated HVAC systems and equipment.
- Use building automation system to diagnose and troubleshoot problems in HVAC and refrigeration systems

Planning and Project Coordination:

- Consult and work with other trades workers.
- Estimate cost, time and materials for projects
- Order parts and supplies
- Train and provide work direction to skilled and semi-skilled workers

Recordkeeping:

- Maintain records and logs
- Prepare standard and complex reports
- Retrieve data related to work performed using manual and/or computerized record-keeping systems

Safety:

- Perform all work in accordance with established safety procedures and maintain a safe and clean work environment
- Work may involve exposure to hazardous materials and some positions will require EPA approved certification in refrigerant recovery.

Other Duties:

- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent
- Progressively responsible experience in the installation, adjustment, maintenance and repair of commercial and domestic refrigeration and air conditioning systems involving modulatory and safety controls, thermostats, humidifiers and duct stats
- Journey-level skill equivalent to that acquired through the completion of a refrigeration or air conditioning mechanic's apprenticeship program.
- One year of experience in the installation and repair of central multi-zone air conditioning systems.
- Possession of a valid driver's license or the ability to obtain within 30 days of hire (**attach copy of driver license to employment application**).
- Ability to effectively communicate information in a clear and understandable manner, both verbally and in writing
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems
- Analyze and respond appropriately to emergency situations
- Demonstrated ability to maintain a high degree of confidentiality
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism
- Devise and control air distribution efficiently with maximum comfort

- Diagnose and repair major malfunctions in the complex multi-zone air conditioning systems
- Diagnose and repair the full range of refrigeration equipment including centrifugal and absorber equipment and/or screw, scroll and reciprocating refrigeration equipment.
- Ensure work is performed in sequence
- Estimate materials and labor cost of standard plumbing maintenance and repair work
- Excellent computer skills and competence with a variety of computer applications including word processing, spreadsheets, databases, on-line systems, internet as well as online calendaring and email.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines
- Knowledge of electrical voltage, plumbing refrigeration, electrical and plumbing codes, thermodynamics and automated energy/environmental management systems.
- Knowledge of the operation of building automation systems
- Knowledge of the theory and operation of major types of refrigeration and air conditioning equipment and of the materials, equipment and techniques used in the repair and maintenance of such equipment
- Maintain records and retrieve data related to work performed using manual and/or computerized record-keeping systems
- Must be able to use judgment and discretion in determining the methods and priorities of work orders
- Must be thoroughly familiar with all safety codes and regulations related to the installation and operation of refrigeration and air conditioning systems
- Perform arithmetic calculations as required by the position.
- Perform skilled electrical and plumbing work
- Prepare standard and complex reports
- Read and work from blueprints, plans, drawings and specifications
- Read and write at the level appropriate to the position
- Thorough knowledge of English grammar, spelling and punctuation
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures

SPECIAL CONDITIONS:

- Must possess certification in the use of refrigerants (***attach copies of certificates to employment application***). Working on ladders at varying heights.
- Exposure to chemicals, fumes; noise from vehicle and equipment operation, dust, dirt, oil/grease, gases, and pollen.
- Working with or around machinery with moving parts.
- Subject to loud noises.
- Sitting, standing, and walking for extended periods of time
- Lifting, carrying, pushing, and pulling object(s) weighing up to 50 pounds.
- Occasional stooping, kneeling
- Repeated bending
- Dexterity of hands and fingers to operate grounds equipment and tools
- Repetitive use of wrists and/or hands
- Ability to maintain balance
- Reaching overhead, horizontally and above the shoulders
- Rapid mental/muscular coordination
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner
- Accurate depth perception
- Clarity of vision at varying distances to see small details and have color vision/distinguish shades
- Working with chemicals, tools, and powered machinery.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to successfully pass a pre-employment background/fingerprint check.

PREFERRED QUALIFICATIONS:

- Three to five years of experience in the installation and repair of central multi-zone air conditioning systems.
- Demonstrated skills in a college or university environment utilizing a customer-oriented and service-centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at <http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html> and click on the “Job Status” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.