The City Beautiful

City of Coral Gables
Job Description

Job Title: Master Refrigeration Mechanic
Department: Public Works
Classification: 3115
Pay grade: 21C
FLSA: Non-Exempt

Prepared Date: 9/06
Approved By:
Approved By:

Summary

Highly skilled technical and supervisory work at the Master's level in the repair, maintenance and installation of refrigeration equipment.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Participates and supervises workers in the repair, maintenance, replacement and installation of air conditioning, heating, ventilation and refrigeration equipment, including all related duct work.

Instructs workers in the proper and safe use of equipment.

Estimates labor and material costs for installation and repairs. Recommends equipment purchases for division. Orders materials and assists in inventory maintenance.

Executes preventative maintenance programs.

Prepares and maintains required reports and records for the division.

Reads and interprets blueprints and related diagrams.

Obtains building permits when required.

Acts as liaison between the division, other city departments and the general public.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of personnel rules and regulations; and department policies and procedures. Knowledge of the standard principles, practices, methods, tools, and materials of refrigeration and air conditioning trades. Knowledge of applicable codes and regulations. Knowledge of the mechanical operation and repair characteristics of various brands and types of refrigeration equipment. Knowledge of the occupational hazards and safety precautions of refrigeration mechanics. Knowledge of building permit procedures. Ability to estimate labor and material costs relative to installations and repairs.

Ability to supervise and train. Ability to prepare and maintain records and reports. Ability to read and interpret blueprints and diagrams. Ability to deal effectively with employees and the general public. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately outdoors and involves inspection of various land use developments, construction sites. Must be able to lift, carry and or push articles weighing up to 25 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Graduation from high school or equivalent.

Skilled refrigeration and air conditioning trade experience to include supervision.

Miami-Dade County Master’s Certificate of Competency in Air Condition.

Valid Florida Driver's License