

BUS AIR CONDITIONING MECHANIC TRAINEE

DEFINITION

Under close supervision, maintains and repairs heating, cooling, and refrigeration equipment on City Transit buses.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Equipment Supervisor. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Bus Air Conditioning Mechanic Trainee is the apprentice level in the Bus Air Conditioning Mechanic series. Incumbents receive training in the maintenance and repair of bus heating, cooling, and refrigeration equipment. A Bus Air Conditioning Mechanic Trainee performs all details of the work under close observation and guidance.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Learns to inspect, maintain, repair, diagnose, and overhaul bus heating, cooling, and refrigeration equipment using the correct tools, equipment and diagnostic software.

Learns to inspect and test bus refrigeration and air conditioning equipment for leaks, worn or defective parts, and other malfunctions.

Learns to adjust valves, gauges, thermostats, and other controls.

Drains and/or adds coolant as required.

Analyzes operating efficiency and recommends improvements.

Performs bus exchanges and road calls including repairs on vehicles in the field.

Reads and learns how to interpret technical documents related to bus air conditioning.

Maintains a clean work area and assists in the cleaning of shop area and equipment.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Automotive heating, cooling, and refrigeration systems.

Automotive electrical systems.

Hazards and safety precautions of the trade.

Skill to:

Use hand and mechanized tools, gauges, and instruments.

Safely operate a motor vehicle.

Ability to:

Learn materials, equipment, and techniques used in the diagnoses, repair, maintenance, and installation of a variety of complex HVAC and electrical systems.

Learn to work from blueprints and to draw diagrams and sketches.

Follow written and oral instructions.

MINIMUM QUALIFICATIONS

Possession of a High School Diploma or equivalent GED completion;

AND

Six (6) months of full-time paid experience in servicing and making minor repairs to automotive equipment.

Special Requirement(s):

Possession of a valid California Driver's License at time of appointment.

Within thirty (30) days of appointment must obtain a valid Commercial Instructional Permit.

Within six (6) months of appointment must obtain and maintain:

- A valid Commercial Class B California Driver's License with required endorsements and without air brake restriction.
- United States Environmental Protection Agency (EPA) 608 and 609 certifications.

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- Two (2) National Institute for Automotive Service Excellence (ASE) certifications in the following components:

Electrical/Electronic Systems (H6)
Heating Ventilation & Air Conditioning (H7)

This class is in a flexibly-staffed series, which allows an employee to “flex” to the journey level after a required training period.

APPROVED: *Signature on File*
 Director of Personnel Services

DATE: *January 19, 2017*

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