

BUS AIR CONDITIONING MECHANIC I

DEFINITION

Under supervision, maintains and repairs HVAC systems on City Transit buses.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Equipment Supervisor. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Bus Air Conditioning Mechanic I is the entry level class in the Bus Air Conditioning Mechanic series. Incumbents perform maintenance and repair of bus HVAC systems. A Bus Air Conditioning Mechanic I performs all details of the work under close observation and guidance. This class is distinguished from Bus Air Conditioning Mechanic II in that the latter is the journey level class in which incumbents perform the full range of duties with minimum supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Inspects, maintains, repairs, diagnoses, and overhauls bus HVAC systems using the correct tools, equipment and diagnostic software.

Inspects and tests bus refrigerant and air conditioning components for leaks, worn or defective parts, and other malfunctions.

Adjusts 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 interprets technical documents related to bus air conditioning.

Maintains a clean work area and A/C shop equipment.

Use computer software to diagnose, repair, and verify proper system operations.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Automotive HVAC systems.
- Automotive electrical systems.
- Hazards and safety precautions of the trade.

Skill/Ability to:

- Use hand and mechanized tools, gauges, and instruments.
- Operate a motor vehicle safely.
- Understand materials, equipment, and techniques used in the diagnoses, repair, maintenance, and installation of a variety of HVAC and electrical components.
- Follow written and oral instructions.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

One (1) year of full-time paid experience in automotive, residential or industrial HVAC systems..

Special Requirement(s):

Possession of a valid California Class C Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

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

Within twelve (12) 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.
- The following National Institute for Automotive Service Excellence (ASE) certification in the Transit Bus (H) Series:
 - Heating Ventilation & Air Conditioning (H7)

Incumbents must obtain the required certifications and Commercial Class B Driver's license within twelve (12) months of appointment. Failure to obtain the required license and certifications within twelve (12) months will be cause for termination from this classification.

This class is in a flexibly-staffed series, which requires twelve (12) months of satisfactory service within the series. A Bus Air Conditioning Mechanic I may be "flexed" to Bus Air Conditioning Mechanic II as early as six (6) months upon recommendation of the appointing authority and upon possession of all necessary licenses and certificates. A Bus Air Conditioning Mechanic I who "flexes" early must still serve the remainder of their probationary period at the II level, for a total of twelve (12) months. If an employee is hired at the II level, they will be required to serve the twelve (12) month probationary period at that level.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: _____ Signature on File
Director of Personnel Services

DATE: 10/20/2025

MR/CW/po/07/24/87
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